

<b>Policy Name:</b>	Open Door Policy	<b>Last Reviewed:</b>	08/05/2024
<b>Applicable To:</b>	All Kforce Employees, Companies & Locations	<b>Integrity Hotline Information:</b>	1-866-213-5142

Kforce values its employees – all associates and consultants – and we adhere to strict standards of compliance and ethics. If a matter arises that you would like to discuss, we want you to feel comfortable raising your concerns.

If you become aware of a violation of our Commitment to Integrity, a policy violation, or any other serious issue involving misconduct, you must report the matter using one of the channels below. In addition, you are welcome to raise any other matter that concerns you through any of the channels listed.

In general, it is our hope that you will feel comfortable raising any concern you have directly with your manager. We expect our managers at every level to maintain an open door to your concerns. We realize, however, that there may be some concerns that you feel uncomfortable raising with your leader. In such situations, we expect and encourage you to raise your concerns through any of the following channels:

- your Leader;
- your Leader’s Supervisor;
- Human Resources;
- Internal Audit Department at 813-552-2761; or
- the Ethics and Compliance Integrity Hotline at 866-213-5142. This is a third-party administered service that allows you to raise any concern. You may even choose to raise the concern anonymously. Keep in mind, however, that we are often able to more thoroughly investigate and take more complete action on your concern when we have all the facts and can follow up for clarification.

We take your concerns seriously and will handle them discreetly and with care. We strictly prohibit retaliation against anyone raising a workplace concern in good faith. Our Firm is committed to all of our Core Values, including our Core Value of Integrity, and we ask you to help hold ourselves and each other accountable to these values.