



Policy: Respectful Workplace (U.S.)

LAST REVISED: APRIL 1, 2022

We are committed to providing a working environment that encourages mutual respect among employees and third parties with whom employees come into contact through their employment. We expect employees to consider how their actions impact themselves and others and to act accordingly.

This policy applies to all employees (including temporary employees), customers, vendors and guests and identifies the respective responsibilities of our company and its employees regarding conduct and the working environment. This policy applies to conduct that takes place while at work, while on audio and/or video work calls, while performing work on behalf of Travelers and at all work-related functions and/or activities, activity that occurs between co-workers outside the workplace but impacts the workplace, as well as to conduct that occurs through use of technology and/or any electronic communication.

Travelers is committed to a congenial work environment of business decorum, respect and professionalism. We value the ideas and perspectives of all our employees, and we view differences as opportunities for engagement and full contribution. Travelers prohibits employees from harming or threatening to harm other employees, clients, vendors, visitors or property belonging to any of these parties.

This prohibition includes, but is not limited to, acts such as:

- Using obscene language or gestures.
- Making derogatory comments or insults toward or regarding other employees, customers or other third parties.
- Sabotaging another's work or interfering with the job performance of fellow employees.
- Engaging in defamatory conduct.
- Stalking others.
- Making maliciously false statements about others.
- Workplace bullying that includes using force, threats, or coercion to abuse, intimidate, or humiliate another employee.
- Cyberbullying that includes bullying conduct occurring through the use of a computer, cell phone, smartphone, tablet, pager, etc.
- Conduct that is demeaning, humiliating or offending.

Additionally, employees are responsible for maintaining their work area (including, but not limited to, home or other remote environments that can be viewed while on video calls) and attire in a professional manner that is consistent with company policies and that is not vulgar, obscene, disrespectful to others or a threat to the business or other employees.

Guidelines for Reporting Violations of this Policy:

Employees have our support when reporting in good faith any behavior they believe violates this policy. Employees who believe they have been subjected to prohibited behavior under this policy or who believe that another employee has violated this policy should notify their direct manager, another member of management in their business unit or their Human Resources generalist or call Employee Relations at 860.277.7246 or the Ethics Helpline at 866.782.1441. Similarly, managers who witness or receive information that suggests a violation of this policy (e.g., receiving inquiries or complaints or otherwise witnessing inappropriate behavior) should immediately report the matter to their Human Resources generalist or Employee Relations at 860.277.7246.

Other Applicable Policies:

Please refer to the [Whistleblower and Non-Retaliation](#), [Harassment-Free Workplace](#), [Social Media](#) and [Workplace Security](#) policies.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Contact the Employee Services Unit (ESU) via [AskESU](#) or call 800-441-4378 with questions about this policy.