

Blackbaud Harassment Free Workplace Policy

Scope

This policy applies to all persons working for Blackbaud or on its behalf in any capacity and at all levels including, officers, directors, contingent workers, contractors, vendors, volunteers, interns, external consultants, third party representatives and suppliers. This policy also applies to all Blackbaud facilities as well as all outside facilities used in connection with Blackbaud-related activities.

Policy

It is the policy of Blackbaud to promote a professional and productive work environment in which everyone is treated with dignity, courtesy and respect. The company strictly prohibits and does not tolerate any unlawful harassment against employees or any other covered person because of age, sex, race, color, national origin, religion or belief, disability, genetic information, marital or civil partnership status, sexual orientation, gender identity, gender reassignment, gender expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by national, federal, state or local law. In furtherance of this policy, the company does not condone the use of racial, religious, age related, sexual or ethnic epithets, innuendos, slurs or jokes. In addition, all forms of harassment, including verbal, online, visual, and physical harassment, are prohibited.

Definition

We are committed to maintaining a productive work environment that is free of harassing and disruptive behaviors. Harassment is unwelcome conduct that creates a work environment that may be intimidating, hostile or offensive.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender) as well as unwelcomed sexual advances, requests for sexual favors or any other conduct of a sexual nature when:

- the conduct affects an individual's employment;
- the conduct reasonably interferes with an individual's work performance or is used as a basis for employment decisions;
- or creates an intimidating, hostile or offensive working environment.

It is important to remember that behavior which one individual considers innocent or harmless may be regarded as harassment by another person.

In addition to being a violation of our policies, harassment based upon one of the legally protected categories is against the law, and we will not tolerate harassment by anyone. Any act, comment, or behavior that constitutes sexual or other unlawful harassment is strictly forbidden and will not be

tolerated. Any employee, supervisor or manager who violates this policy will be subject to immediate disciplinary action, up to and including termination.

Procedures

Managers are responsible for keeping the workplace free of any form of harassment. Managers must report awareness of, suspicion of, or complaints about harassment immediately to the Human Resources Department, even if the employee experiencing the alleged harassment does not want the matter reported or acted upon.

Any person who has been subjected to any conduct such person believes violates this policy or witnesses any such conduct should immediately report the situation to either:

- Their direct manager,
- If the complaint of harassment involves the direct manager or someone in the manager’s chain of command, their Human Resource Business Partner,
- Another company management representative, or
- Ethics hotline 800-891-4945.

Any questions concerning this policy should be directed to the Human Resources Department.

A complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. We will promptly and thoroughly investigate the facts and circumstances of all claims of perceived harassment or a violation of this policy and take corrective action, as appropriate. Complaints and investigations will be kept strictly confidential to the maximum extent possible. We encourage anyone involved in a potential claim of perceived harassment to come forward without fear of reprisal and to cooperate in any investigation in which they may have relevant information.

Any person found to have violated this policy will be subject to appropriate corrective action, up to and including termination. We prohibit any forms of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations. Any individual who retaliates against an employee who complains that these policies are not being followed, or who otherwise participates in an investigation of a complaint, will be subject to appropriate corrective action, up to and including termination.

If you feel you have been discouraged from making a complaint, or disciplined, intimidated or reprimed or retaliated against for doing so, please call the Human Resource Business Partner or the Chief People Officer as soon as possible. You may also use Blackbaud’s Ethics Hotline 800.891.4945.

Responsibility of All Parties

A harassment free workplace is everyone’s responsibility. You should be aware of how others react to

your comments and actions. If a fellow employee is uncomfortable with your actions, heed the objection and discontinue the objectionable conduct.

[Site Contacts](#)

[Your HR Business Partner](#)