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<b>FUNCTION:</b> Legal	<b>POLICY:</b> Harassment Free Workplace Policy
<b>PAGE:</b> 1 of 5	<b>REFERENCE NUMBER:</b> LEG.011
<b>EFFECTIVE DATE:</b> March 22, 2023	<b>APPROVED BY:</b> Chief Legal Officer

## **PURPOSE**

The purpose of this Policy is to demonstrate the commitment of Littelfuse, Inc. to providing a supportive workplace that is free from all forms of harassment. Further, Littelfuse has a strict zero tolerance policy against all forms of sexual harassment.

## **SCOPE**

This policy applies globally to all Littelfuse companies, including all directly and indirectly owned subsidiaries and affiliates under the operational control of Littelfuse, Inc. (collectively, the “Company”). Further, we expect all Littelfuse associates, contract workers, consultants, and interns to be aware of and abide by this policy. The Littelfuse workplace covered by this policy includes all locations where Littelfuse conducts business, as well as company–sponsored social events.

## **RESPONSIBILITY**

The Chief Legal Officer is responsible for establishing and communicating this Policy and providing periodic training. All Littelfuse associates are responsible for implementing and following this Policy.

## **POLICY**

It is the policy of the Company to provide a workplace free from unlawful and improper harassment and other inappropriate behavior. It is the responsibility of every associate to cooperate in reaching this goal. Different forms of harassment, sexual harassment, and inappropriate workplace behavior are further defined as follows.

The forms of harassment defined below are considered serious acts of misconduct and will subject an associate to disciplinary action, which may include, without limitation, mandatory counseling, suspension without pay or immediate discharge as circumstances warrant in the discretion of the Company. Similarly, the Company may modify and/or terminate its relationships with customers and vendors when their representatives engage in harassment in violation of this policy.

### ***Harassment***

The Company will not tolerate, and this policy prohibits, harassment based on or related to a person's race, color, sex, religion, national origin, age, physical or mental disability, sexual orientation, or any other classification protected by law. As used in this policy, conduct may be considered harassment if:

1. Submission to such conduct is made a term or condition of an individual's employment;

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2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or
3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Some examples of what may be considered harassment, depending on the facts and circumstances, include but are not limited to the following:

1. Verbal harassment – derogatory or offensive comments, jokes, or innuendos; improper gestures; threats of physical harm; or distribution of written or graphic material having such effects.
2. Physical harassment – hitting, pushing, or other aggressive physical contact, touching, or threats to take such action, gestures, or the display of signs or pictures.

### ***Sexual Harassment***

Sexual harassment is unwelcome sexual or sex-based behavior. Sexual harassment may include but is not limited to explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented “kidding” or “teasing,” “practical jokes,” jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person’s body.

Sexual harassment conduct is a violation of this policy, even in instances where the offending employee believed they were acting jokingly. Such communications, comments, actions of a sexual nature, or unwelcomed advances are prohibited at Littelfuse, whether or not other associates were offended.

### ***Inappropriate Behavior***

Even though the behavior may not fall into the definition of harassment or sexual harassment discussed above, it may be unprofessional and inconsistent with maintaining a respectful work environment. The Company will address inappropriate behavior, even in cases where nobody steps forward to complain about it or when nobody present claims to have been offended by the inappropriate behavior.

It is not considered inappropriate behavior or harassment for members of management or supervisors to enforce job performance and conduct standards in a proper and consistent manner.

As the definition of harassment may vary across the locations where Littelfuse conducts business, certain additional location-specific policies may apply. Copies of location-specific Harassment-Free Workplace Policies are listed in the [Appendix](#).

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## **PROCEDURE**

### ***Section 1. Reporting***

Associates should report allegations of harassment, as detailed below, as soon as reasonably possible after the conduct occurs to ensure an effective investigation. The Company will take action to address, fairly and objectively, behavior that is inappropriate for our work environment. Associates who violate this policy will be subject to disciplinary action in the discretion of the Company.

Supervisors or members of management who fail to report violations by others of which they become aware may also be subject to disciplinary action.

Individuals who feel they have been or are being harassed (or are aware of harassment of another individual) should take one or more of these actions as soon as possible:

1. Politely advise the person that you believe the behavior is inappropriate and that you want it to stop. In some cases, an individual does not realize his or her behavior bothers or offends others. In such cases, individuals successfully resolve concerns through such discussions.
2. If you are not comfortable confronting the offending party or if the offending party's unwelcome conduct is serious or does not stop, you should report the conduct to the attention of an immediate supervisor, human resources, or the ethics and compliance team. Alternatively, the matter can be reported through our Ethics Helpline, and the reporting person may elect to remain anonymous. [Ethics Helpline](#) reports may be submitted online at [littelfuse.ethicspoint.com](http://littelfuse.ethicspoint.com), via email to [helpline@littelfuse.com](mailto:helpline@littelfuse.com), or via phone by calling one of the telephone numbers listed on this [site](#).

### ***Section 2. Retaliation***

The Company prohibits any form of retaliation against an associate for filing a good faith report under this policy or for assisting in the investigation of a report. Retaliation may include taking disciplinary action against a reporting person, reassigning their work responsibilities, denying requests for leave, or position demotions. Allegations of retaliation will be investigated, and appropriate action will be taken. Any individual engaging in retaliatory behavior will be subject to disciplinary action, which may include termination of employment.

### ***Section 3. Investigation Procedures & Duty to Cooperate***

The Company will promptly, thoroughly, and impartially investigate all reports of harassment. To the extent possible, the Company will protect the confidentiality of reports.

At the conclusion of an investigation conducted by the Company, the investigator will share their findings with the reporting person, to the extent possible. When the Company concludes that prohibited harassment has occurred, the Company will take prompt and effective corrective



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action to ensure that the harassment does not occur again and to remedy the effects of prior harassment.

Every associate shall have a duty to cooperate with any investigation into alleged harassment. Failure to do so may result in disciplinary action. Additionally, associates have a duty to be truthful and must disclose all information known to the associate when requested to do so by an investigator. Any associate who fails to be completely truthful or who withholds information shall be subject to disciplinary action.

### **REVISION HISTORY**

This Policy replaces the prior Littelfuse, Inc. Harassment Free Workplace Policy, dated September 1, 2019.



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## **APPENDIX**

- [Illinois / Chicago Workplace Policy on Sexual Harassment](#)
- [India Harassment in the Workplace](#)
- [Lithuania Harassment-Free Workplace Policy](#)