



# KORN FERRY CARES CORPORATE RESPONSIBILITY POLICY

Effective Date: November 2018

## PURPOSE

As the preeminent global organizational consulting firm, Korn Ferry (together with its subsidiaries, the “Company” or “Korn Ferry”) is built on a foundation of trust and maintaining positive relationships with our clients, candidates, employees, and the communities in which we operate. We recognize the reach of our business and take our role as a responsible corporate citizen seriously, seizing our opportunity to change people’s lives for the better.

This Corporate Responsibility Policy (the “Policy”) outlines our commitment to achieving the highest standards of corporate citizenship and provides a set of core principles that apply to our people around the world. We deliver on these commitments and bring these principles to life through our Korn Ferry Cares (Corporate Responsibility) program.

## FIVE PILLARS OF KORN FERRY CARES

Korn Ferry Cares is supported by the five pillars described below.

- *Our People.* We respect the dignity and fundamental human rights of our employees as enshrined in the Universal Declaration of Human Rights and the International Labor Organization’s Declaration on Fundamental Principles and Rights at Work. We are committed to providing a safe, supportive, and inclusive work environment in which all individuals are treated with dignity. We provide equal opportunity in employment based on individual merit and personal qualifications, and we prohibit unlawful discrimination or harassment of any kind. We invest in programs to engage and energize our employees, and we support and reward their career development.
- *Community.* We are committed to making a difference in our communities and the world. We proudly contribute financially to organizations and causes that we believe will have a significant impact on the greater public good. We believe that donating our time, talent, and resources is equally as important. In that regard, we provide a work environment that presents opportunities for our employees to volunteer in local communities.
- *Ethics and Compliance.* Korn Ferry promotes high ethical standards, institutional integrity, and effective corporate governance throughout our organization. Our values and culture inspire our people and guide them to do the right thing. We are committed to conducting ourselves in a legal, ethical, and trustworthy manner, and complying with both the letter and spirit of our business policies.



- *Environmental Sustainability.* We recognize the importance of protecting the natural environment and our shared responsibility in addressing critical environmental issues facing the planet. Our greatest opportunities to reduce our environmental impact include using resources efficiently, minimizing waste, preferentially purchasing products that can demonstrate reduced life cycle impacts, and fostering a culture of environmental sustainability.
- *Procurement and Use of Third Party Vendors.* We rely on the services and products of many different vendors to help us meet the needs of our business. Our expectations for ethical practices reach beyond our employees and extend to our contractors and vendors. We seek to develop and strengthen partnerships based on transparency, collaboration, and mutual respect. Although we understand that our vendors are independent businesses, the actions of our business partners can be attributed to our Company and affect our reputation and the level of trust we earn from our clients. Our Code of Business Conduct and Ethics for Contractors and Vendors describes our expectations for our contractors and vendors, including a commitment to the highest professional standards and ethical conduct in their business dealings with Korn Ferry.

## SUPPORTING POLICIES AND PROCEDURES

We have implemented a range of policies and procedures that establish clear performance expectations for responsible business conduct in our organization, including the following:

- *Corporate Governance Guidelines.* Our Corporate Governance Guidelines provide a set of governance guidelines to promote the functioning of our Board of Directors and its committees. These guidelines also set forth a common set of expectations as to how our Board should perform its functions with integrity while delivering value to our clients and stakeholders. The Board regularly reviews Korn Ferry's governance policies and practices.
- *Code of Business Conduct and Ethics.* Our Code of Business Conduct and Ethics provides a set of shared ethical values and legal guidelines on how to conduct business in a fair, ethical, and legal way for our directors, officers, and employees to follow in the workplace and marketplace. The Code brings to life our guiding principles and assists us in maintaining trust and building strong relationships within and outside of our firm.
- *Code of Business Conduct and Ethics for Contractors and Vendors.* Our Code of Business Conduct and Ethics for Contractors and Vendors applies to contractors and vendors providing services to Korn Ferry. We incorporate this Code and key policies into agreements with contractors and vendors to address how we will work fairly with these parties and what



we expect in return, including high levels of ethics, quality, and confidentiality.

- *Anti-Corruption Policy.* We have a zero-tolerance policy with respect to corruption and bribery. We are committed to building and maintaining policies, controls, systems, and training to detect and prevent improper payments or other illegal benefits to government officials, third parties, competitors, or clients. Our Global Anti-Corruption Policy provides our workforce with guidance on how to help avoid inadvertent violations and to recognize potential issues in time for them to be addressed appropriately.
- *Privacy Policy.* Candidates and clients trust us with confidential information about their experiences, business, strategies, job searches, and employees. To protect this information, we communicate data privacy and security guidelines to our employees and enforce our privacy safeguards.
- *Economic Sanctions Policy.* As a global organization, we understand the importance of having safeguards in place to monitor and comply with sanctions programs adopted around the world, including those in the United States, the European Union, and other regions. We are committed to implementing and maintaining measures designed to prevent or detect potential sanctions violations. These measures include training and educating our employees on sanctions compliance and using internal controls and restrictions on engaging in activities which could result in a violation.
- *Environmental Policy.* Recognizing that our business operations affect the local, regional, and global environment, we aim to use natural resources sustainably, limit our climate change impacts, and develop an ethos of environmental awareness and responsibility for all Korn Ferry employees, subsidiaries, and affiliates.
- *Equal Employment Opportunity Policy.* Korn Ferry believes that all persons are entitled to equal employment opportunity. Korn Ferry does not discriminate against qualified employees or applicants because of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic, sexual orientation, military status, veteran status, or any other characteristic protected by state or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, transfer, discipline, layoff, recall, and termination.
- *Non-Harassment and Non-Discrimination Policy.* Korn Ferry is committed to providing employees with a positive working environment free from any form of hostile, offensive, intimidating, discriminatory or harassing conduct. We provide a process for the confidential filing of complaints regarding



such conduct and conduct proper and timely investigation of any such complaints.

- *Human Rights Statement.* Korn Ferry supports fundamental principles of human rights throughout our business and in each region of the world in which we operate.