



## **ANTI-HARASSMENT POLICY**

### **What is harassment?**

Harassment includes slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing. Sexual harassment may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching or other sexually-related comments.

Generally, anything that is designed to, or results in, another person feeling insulted or demeaned may be considered harassment. However, appropriate instruction or a reprimand by a supervisor or manager is not harassment if it is strictly an evaluation of the person's job performance and stated in appropriate terminology.

### **We will not tolerate harassment**

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based on a "protected class" including, but not limited to: veteran status, uniformed services member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law. Harassment of third parties by our employees is also prohibited.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

This non-harassment policy specifically includes the prohibition of sexual harassment. Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Any employee who believes that she/he has been harassed should report the situation immediately to their supervisor or directly to the president of the company.

The company will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy.

Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.