

HARASSMENT

In providing a productive working environment, the Company believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, and disability. It is the Company's policy to provide an environment free from such harassment.

It is against the policy of the Company for any employee, whether a manager, supervisor, or co-worker, to harass another employee. Prohibited harassment occurs when verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of the individual's relatives, friends, or associates, creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- ∨ Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, gender, national origin, age, or disability.
- ∨ Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the Company's premises, or that is circulated in the workplace.
- ∨ Unwanted physical contact.

Any employee who believes that he or she has been harassed in violation of this policy should report the conduct immediately to any of the following: his or her supervisor; or, if that person is responsible for the harassment, to the President; or, alternatively, to the person in charge or any other Manager. The employee always has the option of reporting the conduct directly to any of the above-mentioned parties if he or she prefers.

A thorough and impartial investigation of all complaints will be conducted in a prompt and timely manner. Any employee of the Company who has been found, after appropriate investigation, to have harassed another employee in violation of this policy will be subject to disciplinary action up to and including termination, in the sole discretion of the Company. To the extent that it reasonably can, the Company will attempt to conduct the investigation in a confidential manner.

It is the policy of the Company to provide an environment free from sexual and sex-based harassment. It is against the policy of the Company for any employee, whether a manager, supervisor, or co-worker, to sexually harass another employee. Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment.

Sexual and sex-based harassment may include, but is not limited to:

- ∇ Requests for sexual favors;
- ∇ Unwanted physical contact, including touching, pinching, or brushing the body;
- ∇ Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
- ∇ Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and
- ∇ Acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (*even if not sexual in nature*).

Any employee who believes he or she has been sexually harassed should report the conduct immediately to any of the following: his or her supervisor; or, if that individual is responsible for the harassment, to the President; or, to the person in charge or any other Manager. The employee always has the option of reporting the conduct directly to any of the above-mentioned parties if he or she prefers.

A thorough and impartial investigation of all complaints will be conducted in a prompt and timely manner. Any employee of the Company who has been found, after appropriate investigation, to have sexually harassed another employee will be subject to disciplinary action up to and including termination, in the sole discretion of the Company.

Employee is required to fully and completely cooperate in any investigation conducted by the Company or any agent of the Company. Failure by an employee to fully and completely cooperate in any such investigation could result in termination of employment with the Company.