

# Harassment and Mutual Respect Policy

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One of our missions is to promote a spirit of teamwork and cooperation among our employees in an environment of mutual respect. To achieve this, we ask that employees treat their co-workers, supervisors and subordinates with the respect, honesty and consideration they seek from them.

Specifically, you have the right to be free from unlawful harassment while in the employ of The Company, and we ask that you refrain from actions and remarks that others might find upsetting or create a hostile work environment.

These include, but are not limited to, unwanted physical touching or sexual advances; displaying of sexually suggestive cartoons, pictures or objects; kidding remarks; suggestive or obscene notes, slurs, jokes and hazing statements directed at another's age, sex, race, religion, national origin or physical appearance.

Simply put, our **company does not tolerate harassment of employees** in the workplace or any work-related situation!

Harassment applies to the conduct of a supervisor toward a subordinate, an employee toward another employee or job applicant, co-workers of the same sex, a subordinate toward a supervisor, or a non-employee toward an employee. The policy applies to any Company-sponsored activity, not just at the work site or office.

Management firmly supports this policy and will make every effort to ensure its implementation.

If you feel you have been the object of on-the-job-related harassment, immediately contact your supervisor or the Vice President of Human Resources. If your complaint is against a member of the Human Resources Department, report the incident to the president.

## Complaint Reporting Procedure

The Company has established a complaint procedure. Bring your complaint or grievance to your immediate supervisor as soon after the event as practical. Be prepared to explain it in detail, offer possible solutions and what actions you expect. Your supervisor will treat your complaint as high priority. All complaints MUST be investigated, if you cannot discuss this with your supervisor you may discuss the matter with the next higher level of management.)

1. If for any reason you are dissatisfied with your supervisor's response, you may appeal to the next higher level of management. You are entitled to a response of your appeal.
2. If you are still dissatisfied with the decision, contact the Vice President of Human Resources.

All complaints will be investigated promptly and kept confidential. No action will be taken against any employee for opposing harassment or for filing a harassment complaint. Prompt action, up to and including termination, will be taken against any harasser. Steps will be taken to prevent further harassment.

## Acknowledgement

I HAVE RECEIVED A COPY OF THIS POLICY AND AGREE TO ABIDE BY IT.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_