

## **ANTI-HARASSMENT**

XYZ Company is committed to providing a work environment that is free of unlawful discrimination and harassment. To fulfill this commitment, XYZ Company must maintain an environment in which all employees can pursue their work free from coercion, intimidation, and exploitation, whether by means of the same sex or the opposite sex.

The company will not tolerate actions, words, jokes or comments based on an individual's race, color, religion, sex, age, national origin, disability, veteran status or any other basis prohibited by statute or local ordinance. In keeping with this commitment, we will not allow our employees to be harassed by anyone, including any manager, supervisor, co-worker, consultant, independent contractor, vendor, supplier, or customer of XYZ Company

In accordance with the Federal Equal Employment Opportunity Commission's guidelines, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is a basis for employment decisions affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct of a sexual nature includes but is not limited to unwelcome verbal comments, jokes, suggestions, or derogatory remarks based on sex; unwelcome physical touching, pats, squeezes, repeated brushing against, or the impeding or blocking of one's movement; unwelcome visual harassment, sexually suggestive or derogatory pictures, drawings, or cartoons; and unwelcome communications, notes, phone calls, and E-mail.

Employees who feel that they have experienced or witnessed an incident of sexual or other unlawful harassment should promptly notify their supervisor, Human Resources, or any member of management. Likewise, any person who becomes aware of possible sexual or other unlawful harassment must immediately advise their supervisor or any member of management. All managers and supervisors are responsible for complying with and enforcing this policy, and must report all concerns and complaints promptly to Human Resources. All concerns and complaints will be investigated promptly and will be kept confidential to the extent possible. You may raise concerns and complaints without fear of retaliation or disciplinary action.

Anyone engaging in sexual or other forms of unlawful harassment will be subject to disciplinary action up to and including dismissal. Any individual who knowingly makes a false claim of sexual or other forms of unlawful harassment will be subject to appropriate disciplinary action up to and including dismissal. Any questions regarding this policy should be addressed to your supervisor, Human Resources, or any member of management.