**Harassment Policy**

It is the policy of this company that harassment on the basis of an employee's (or customer's) race, creed, color, national origin, age, sex, marital status, or the presence of a physical sensory, or mental disability is a violation of company policy. Prohibited harassment includes, comments, slurs, jokes, innuendos, cartoons, pranks, physical harassment, etc., which are derogatory on the basis of the employee's protected class membership. Harassment also includes negative actions based upon an employee's participation in activities identified with, or promoting the interest of, a protected group. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. An employee has the right to use a language other than English, and to adhere to cultural and ethnic customs, without being subjected to harassment.

Employees have the right to be free from such harassment on the job, either from co-workers, supervisors or managers. Harassment is prohibited by state and federal anti-discrimination laws where (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. ALL EMPLOYEES ARE PROHIBITED FROM ENGAGING IN THE HARASSMENT OF ANY EMPLOYEE.

Grievance Procedure:

Any employee who believes he or she is being harassed by co-workers or customers should notify his or her supervisor. Where the employee believes that he or she is being harassed by his/her supervisor, he/she should notify the supervisor's supervisor. Where the employee is uncomfortable in discussing the harassment with his/her supervisor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may be contacted instead of the supervisor. No employee will be retaliated against in any way for complaining of harassment.

Investigation of Complaints:

When a supervisor is notified of alleged harassment, he/she will promptly investigate the complaint. The investigation will include interviews with the directly involved parties, and where necessary, employees who may have observed the alleged harassment or who may be similarly situated with the complaining employee (and therefore may be able to testify to their experiences with the accused employee).

Disciplinary Action:

If the investigation shows that the accused employee did engage in harassment, the supervisor will take appropriate action which will include a warning that any continued harassment may result in a negative employment action such as suspension or termination. Additional actions which may be taken include a verbal and/or written reprimand, a letter in the employee's file, or an employee transfer where warranted.

Where the complaint cannot be substantiated, a general warning shall be made to all employees regarding the possible ramifications of substantiated harassment complaints.

In all instances, the complaint and investigation will be handled in a confidential manner.

This policy will be distributed to all current employees, and to new employees during orientation.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, have been given a copy of the company policy on harassment.

I have reviewed this policy and understand the contents.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee