

ANTI-HARASSMENT POLICY

It is our policy that employees and others acting on _____ behalf are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds. We are committed to providing a workplace in which the dignity of every individual is respected. Each of us should understand that incidents of harassment and inappropriate behavior will not be tolerated at _____.

Harassing Conduct

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities. Examples of harassment that may violate the law and will violate this policy include:

- . • Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status.
- . • Nonverbal conduct, such as staring, leering and giving inappropriate gifts.
- . • Physical conduct, such as assault or unwanted touching.
- . • Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures.

Such prohibited images include those in hard copy or electronic form.

Sexual harassment

"Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment.

Inappropriate behavior

Our goal is to have a work environment where we all treat each other respectfully and professionally. **Any unprofessional or disrespectful behavior, even if it does not rise to the level of "harassment," interferes with that goal and will not be tolerated.** _____ reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

How to report a violation

Do not assume that _____ is aware of the problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them. Immediately report suspected violations of this policy to _____.

Investigation and response

If you report a complaint of harassment or inappropriate behavior, we will investigate your concerns. Where there has been a violation of policy, we will take appropriate action to try to avoid future violations. In appropriate cases, disciplinary action (up to and including termination) will be taken against those violating the Anti-Harassment Policy. We will inform parties about the status of reviewing their complaints. To respect the privacy and confidentiality of all people involved, we might not share specific details of the discipline or other action taken.

Management responsibility

Every supervisor and manager is responsible for ensuring that _____ provides a workplace free of harassment and inappropriate behavior and that complaints are handled promptly and effectively. With the assistance of Human Resources, management must inform their employees about the policy, promptly investigate allegations of harassment, take appropriate disciplinary action, and take steps to assure retaliation is prohibited.

Retaliation is prohibited

This policy strictly prohibits any retaliation against an employee or other person who reports a concern about harassment or other inappropriate behavior.

Application

This applies to all employees and to anyone else doing business for or with _____. This includes customers, vendors, suppliers and contractors. It also applies to all locations and situations where _____ business is conducted and to all _____ sponsored social events.