

Life Storage LP

Discrimination and Harassment Prevention Policy

Policy

LIFE STORAGE LP (Life Storage) is committed to maintaining a workplace free from discrimination and harassment. To that end, Life Storage prohibits and will not tolerate discrimination or harassment in the workplace of, or by, employees, applicants for employment, interns (paid or unpaid), consultants, vendors, visitors, customers, contractors or subcontractors (“Covered Persons”), regardless of immigration status, based on an individual’s age, race, creed, color, national origin (including ancestry), religion, gender or sex, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, marital status, domestic violence victim status, familial status, military status, genetic information or predisposing genetic characteristics, or any other protected status under federal, state, or local law.

All Covered Persons are responsible for complying with and upholding this policy. You may direct questions about this policy to any member of the Human Resources Department.

Discrimination and Harassment

Discrimination means any disparate or unequal treatment of a person that occurs because of a person’s protected status and in regard to employees includes disparate or unequal treatment relating to an employee’s privileges or terms and conditions of employment.

Harassment is a form of discrimination and includes, but is not limited to, conduct that is disrespectful, abusive or uncivil, that denigrates, disparages or intimidates a person, that creates a hostile or offensive work environment or that unreasonably interferes with a person’s work performance and which is directed at the person because of his or her protected status. Such conduct includes, but is not limited to, epithets, slurs, offensive remarks, innuendoes, threats, intimidation, jokes, vulgar comments, pictures, physical contact or other verbal, written, visual or physical conduct.

Conduct prohibited by this policy may occur either on or off the premises and either during working or non-working hours. Employees who engage in prohibited conduct will be subject to discipline, up to and including termination of employment, regardless of whether such conduct rises to the level of unlawful discrimination or harassment.

Sexual Harassment

Sexual harassment is one form of harassment prohibited by this policy. Sexual harassment includes harassment based on a person's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and transgender status and can occur between males and females or persons of the same sex.

Sexual harassment means unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and transgender status when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which is of a sexual nature, or which is directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Sexual harassment can occur while during business travel or at employer sponsored events or parties. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Although it is not possible to identify every act that can constitute sexual harassment, the following are examples of sexual harassment that are prohibited:

- Physical acts of a sexual nature, such as:
 - touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body;
 - physical or attempted physical assault of any kind;

- Unwanted sexual advances or propositions, such as:
 - requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - offers of employment benefits such as promotions, favorable evaluations, favorable duties or shifts in exchange for sexual favors;
 - requests for dates after being informed the interest is unwelcome;
 - subtle or obvious pressure for unwelcome sexual activities.

- Sexual innuendo and other vocal activity of a sexual nature.

- Sexually oriented gestures, noises, remarks or jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - sabotaging an individual's work;
 - bullying, yelling, name-calling.

Employees working in New York are also subject to Life Storage's NYS Sexual Harassment Prevention Policy, which can be found on the Info Center under Human Resources, and should refer to that policy for all matters relating to sexual harassment.

Retaliation

Life Storage also prohibits and will not tolerate retaliation against any person who, in good faith, reports suspected discrimination or harassment or who provides information, testifies or otherwise assists in any investigation of or proceeding involving discrimination or harassment. Retaliation is also prohibited under federal and (where applicable) state and local laws.

Reporting of Discrimination, Harassment, and Retaliation

Preventing discrimination, harassment and retaliation is everyone's responsibility. Life Storage cannot remedy discrimination, harassment or retaliation unless it knows about them.

Any Covered Person who has witnessed or been subjected to any form of discrimination, harassment or retaliation should report the behavior to Human Resources. A listing of Human Resource Representatives can be found on the Info Center under Human Resources/HR Contact List. A complaint form for reporting such behavior is attached to this policy. You may also report the behavior to your Supervisor, Manager, Director, Vice President or member of the Executive Team, but if after doing so you are not contacted by Human Resources within two days you should report the conduct directly to Human Resources.

All supervisors and managers who receive a complaint or information about suspected discrimination, harassment or retaliation, who observe what may be discrimination, harassment or retaliation or for any reason suspect such conduct is occurring, are required to report the matter to Human Resources. A listing of Human Resource Representatives can be found on the Info Center under Human Resources/HR Contact List. Managers and supervisors who fail to report suspected discrimination, harassment or retaliation or who otherwise knowingly allow such conduct to continue will be subject to discipline, up to and including termination.

This provision prohibiting retaliation is not intended to protect persons making intentionally false charges of discrimination or harassment.

Investigation and Response

Life Storage will conduct a prompt and thorough investigation of all allegations of discrimination, harassment or retaliation in a confidential manner to the extent possible. If Life Storage determines that a violation of this policy has occurred it will take appropriate corrective action to effectively end such conduct and prevent it from reoccurring.

Discipline

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer and termination.

I have received the Discrimination and Harassment Prevention Policy and Complaint Form.

Employee Name (Printed) _____

Employee Name (Signature) _____

Date: _____