


# Policy Against Sexual Harassment & Other Harassment

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## I. POLICY

It is the policy of Vestis that sexual and other harassment, in any form, is strictly prohibited and will not be tolerated in the workplace, in any work-related setting outside the workplace, or at any company-sponsored event, including through electronic means or on social media.

## II. DEFINITIONS

For purposes of this Policy, the following definitions apply:

### A. SEXUAL HARASSMENT:

Sexual harassment includes any action or conduct that threatens or insinuates, either explicitly or implicitly, that a teammate's refusal to submit to sexual advances, requests for sexual favors or other physical, verbal or visual conduct will adversely affect the teammate's continued employment, compensation, performance evaluations, advancement, assigned duties, or any other term or condition of employment. In addition, sexual harassment includes unwelcome verbal, visual, or physical conduct of a sexual nature that demeans the dignity of a teammate through insulting, intimidating, or degrading sexual remarks or conduct, or which has the effect of unreasonably interfering with an individual's work performance or otherwise creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, leering, catcalls or touching; obscene comments or gestures; display or circulation in

the workplace of sexually suggestive objects or pictures (including through e-mail or other electronic or mobile devices); and other verbal, visual, or physical conduct of a sexual nature.

## **B. OTHER HARASSMENT:**

Other harassment includes, but is not limited to, any verbal, visual or physical conduct which denigrates or shows hostility or aversion toward an individual because of an individual's race, color, religion, ancestry, national origin, age, sex, gender, pregnancy, marital status, disability, sexual orientation, gender identity, genetic information, military status, veteran status or other personal characteristic protected by applicable federal, state or local law, and that has the purpose or effect of creating an intimidating, hostile or offensive work environment, or that unreasonably interferes with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; mocking or mimicking another's culture, accent, appearance, or customs; threatening, intimidating or hostile acts; denigrating jokes or pranks; and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

## **III. INDIVIDUALS AND CONDUCT COVERED**

This Policy applies with equal force to all Vestis teammates and applicants for employment, and prohibits harassment whether engaged in by executives, managers, supervisors, co-workers, or non-Vestis teammates, such as customers or suppliers. Conduct prohibited by this Policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and company-sponsored social events.

Conduct prohibited by this Policy is also unacceptable if done by electronic means, including the use of a company computer, Vestis's computer system, the use of the Vestis email system, use of a personal computer, use of a portable electronic device whether personal or issued by Vestis, use of a personal email account, text messaging, instant messaging, use of the internet, and use of any social media, including but not limited to FaceBook, Twitter, or Instagram.

## **IV. COMPLAINT PROCEDURE**

**ANY TEAMMATE WHO FEELS THAT HE OR SHE HAS BEEN A VICTIM OF HARASSMENT OR HAS WITNESSED ANY CONDUCT THAT MAY BE INCONSISTENT WITH THIS POLICY SHOULD REPORT THE INCIDENT IMMEDIATELY THROUGH ONE OF THE BELOW METHODS:**

- **Your Supervisor or Manager;**
- **Any representative of Vestis Human Resources;**
- **The Employment Practices Department at 818-973-3704; or**
- **The Employee Hotline at 833-407-9550 or online at <http://vestis.ethicspoint.com>. (Anonymous complaints can be made to the Employee Hotline).**

Any executive, supervisor, manager, or Human Resources professional receiving a complaint of harassment must immediately take steps to ensure that the complaint is promptly addressed and/or investigated. Failure to do so may result in disciplinary action, up to and including dismissal.

## V. RESPONSIVE ACTION

All complaints will be promptly investigated. The steps to be taken during the investigation cannot be fixed in advance, but will vary depending on the nature of the allegations. Vestis will maintain confidentiality throughout the investigation to the extent permissible by law and to the extent practicable and consistent with Vestis's need to undertake a full investigation or to take appropriate corrective action. Any teammate who is found, after an investigation, to have violated this Policy will be subject to appropriate disciplinary action, up to and including dismissal.

## VI. RETALIATION PROHIBITED

A teammate who reports any conduct that the teammate, in good faith, believes to be a violation of this Policy, or who is involved in the investigation of any complaint of harassment, will not be subject to reprisal or retaliation in any form. Retaliation is a serious violation of this Policy and should be reported immediately. The report and investigation of allegations of retaliation will follow the procedures set forth in this Policy. Any teammate who is found to have engaged in retaliation against another teammate for reporting harassment or participating in a harassment investigation will be subject to disciplinary action, up to and including dismissal.

## VII. CERTIFICATION

**(To be signed by ALL teammates)**

By signing below, I hereby certify that I have received, read and understand Vestis's Policy Against Sexual Harassment & Other Harassment and that I understand that compliance with the terms of the Policy is a condition of my employment.

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Print Teammate Name

\_\_\_\_\_  
Teammate Signature

Date \_\_\_\_\_

A copy of this Certification will be maintained in the teammate's personnel file.