
Harassment Free Workplace Policy

Purpose

To ensure all employees work in an environment that is free from all forms of harassment.

Scope

This Policy applies to:

- All employees

Policy

The Company is committed to providing a professional and productive work environment for its employees. The Company will not tolerate verbal or physical conduct by any individual (employee or non-employee) that harasses, disrupts, or interferes with another person's work performance or that creates an intimidating, offensive, or hostile environment.

In support of this policy, the Company expressly prohibits any form of employee harassment based on the individual's race, color, sex, pregnancy, religion, national origin, age, citizenship, disability (including an individual's disability, a record of a disability, or a perceived disability), serious health condition disabled veterans, newly separated veterans, campaign veterans, armed forces and service medal veterans, or Vietnam-era veterans, sexual orientation, marital status, and other protected classes under federal, state and local laws.

The Company also prohibits retaliation against any individual who opposes perceived discriminatory actions, participates in an investigation of possible discriminatory actions, or who files or supports a complaint or charge of harassment.

Sexual Harassment

Specifically, with regard to sexual harassment, the Company prohibits:

- Romantic or sexual relationships between a manager or other supervisory employee and his/her subordinates
- Unwelcome sexual advances by any employee
- Requests for sexual favors
- All other verbal or physical conduct of an offensive nature where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, and/or
 - Such conduct has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive working environment.