



## **ANTI-HARASSMENT & NON-DISCRIMINATION POLICY:**

We are committed to maintaining a work environment free of harassment on the basis of race, creed, religion, gender, sex, national origin, age, marital status, sexual preference or disability or any other protected classification, in accordance with applicable federal, state, and/or local law. We will not tolerate harassment of personnel by a supervisor, co-worker, vendor, customer, or anyone else. Any employee who engages in sexual or other unlawful harassment violates this policy and the law and will be disciplined up to and including immediate termination. In order to create a comfortable work environment we prohibit any offensive physical, written, or spoken conduct, including conduct of a sexual nature.

This includes, but is in no way limited to the following:

1. Unwelcome or unwanted advances, including sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
2. Unwelcome request or demands for favors, including sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of favor, including a sexual favor (this includes unwelcome requests for dates) whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequence concerning employment status.
3. Verbal abuse or kidding that is oriented toward a prohibited form of harassment, including that which is sex-oriented and considered unwelcome. This includes comments about national origin, race, color, religion, age, body, including pregnancy, disability, marital status or appearance, where such comments go beyond mere courtesy; telling "dirty jokes" that are unwanted and considered offensive; or any tasteless, sexually oriented comments, innuendoes, epithets, slurs, negative stereotyping or actions that offend.
4. Any type of sexually oriented conduct or other prohibited form of harassment that would interfere with work performance. This includes extending unwanted sexual attentions to someone whether or not it reduces that person's productivity or time available to work at assigned tasks.
5. Creating a work environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attentions, whether sexually oriented or otherwise related to a prohibited form of harassment.
6. The distribution, display or discussion of any written or graphic material, including calendars, posters, cartoons, websites, or names, that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, age, sex, pregnancy, national origin, disability, marital, or other protected status.

Workplace harassment and discrimination may be present when the intended target of the conduct is not offended, but others reasonably find the conduct intimidating, hostile or abusive.