

Workplace Harassment

The Company strictly prohibits sexual harassment of employees. Sexual harassment has been defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating and intimidating, hostile, or offensive working environment.

The Company also strictly prohibits harassment of employees on the basis of race, color, religion, age, disability, national origin, or genetic information. Verbal or physical conduct that creates an intimidating, hostile, or offensive work environment is the type of conduct, which is prohibited by this policy.

Examples of action that may constitute harassment in violation of this policy include epithets, slurs, or negative stereotyping. Written material in the workplace showing hostility toward an employee because of the employee's race, color, religion, gender, national origin, age, disability, or genetic information are also prohibited.

All complaints regarding harassment by any manager or fellow employee should be immediately communicated to the Personnel Relations Director. Each employee has not only a right, but a duty, to report conduct which he or she believes may constitute harassment, and the company will not condone or authorize any kind of retaliation against any employee who has made a good faith report of conduct which he or she believes may constitute harassment in violation of this policy. The Company will thoroughly investigate any allegations of harassment and maintain confidentiality to the extent consistent with a thorough investigation. Any employee at any level found to have engaged in the harassment of another employee in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.