

Unlawful Harassment Policy

The employer is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, or any other legally protected characteristic will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, or intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Displays of pornographic or sexually explicit pictures, drawings, or caricatures.
- Any threats or demands for sexual behavior as a condition of employment, promotion, or any other employment benefit.
- Retaliation for reporting or threatening to report harassment.

If you believe that you have been harassed on the basis of your sex, race, national origin, ethnic background, or any other legally protected characteristic, you should immediately report the matter to your supervisor. If that person is unavailable, then report it to their supervisor or the human resource department. You will be asked to provide information regarding the incident, names of individuals involved, or individuals that may be a witness. Supervisors will refer all harassment complaints to the personnel administrator, investigative officer, or the president of the Company. The Company will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the Company determines that its policies have, or might have been violated, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Company to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A Company representative will advise all parties concerned of the results of the investigation. The Company will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

The Company encourages all employees to report any incidents of harassment forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.