

Equal Employment Opportunity Statement for Personnel or Employee Manual or Handbook Along with Complaint Procedure for Allegations of Sexual Harassment

_____ provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or military status in accordance with applicable federal laws. In addition, _____ complies with applicable state and local laws governing nondiscrimination in employment in every location in which _____ has facilities. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

_____ expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, military status or status in any group protected by state or local law. With respect to sexual harassment, _____ prohibits the following:

- Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where: (i) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (ii) submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or (iii) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Offensive comments, jokes, innuendos, and other sexually oriented statements.

Complaint Procedure

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If you experience any job-related harassment based on your sex, race, national origin, disability, or another factor, or believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to your supervisor, who will investigate the matter and take appropriate action, including reporting it to the director of human resources. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to the head of your department or to the director of human resources, who will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible.

If _____ determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

_____ prohibits any form of retaliation against any

employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, _____ determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.