

SAMPLE FOR DISCUSSION PURPOSES ONLY

(numbered paragraphs for reference only; not normally recommended for actual policy)

Harassment and Appropriate Workplace Conduct

1. The Company promotes a productive work environment and will not tolerate conduct that harasses another employee, disrupts or interferes with another employee's work performance, or creates an intimidating, offensive, or hostile environment. Accordingly, any sexually harassing or other inappropriate conduct in the workplace is prohibited.

2. This policy applies to employees and other individuals on company property or interacting with company employees.

3. ***Prohibited conduct under this policy includes but is not limited to:***

- (a) Sexual flirtations, touching, advances, or propositions;
- (b) Sexually explicit language or gestures or sexual comments of a provocative or suggestive nature;
- (c) Suggestive comments about an individual's dress or body or suggestive facial expressions, looks, leering or similar gestures;
- (d) Conduct that creates or contributes to an intimidating, hostile, or offensive working environment, the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual jokes or stories; and
- (e) Making acceptance of unwelcome sexual conduct or advances or requests for sexual favors of any nature a condition for hire, promotion pay increase, favorable evaluation, assignment or continued employment; or discrimination against the employer in any of these areas for refusal to accept such conduct, advances or requests.

4. Workplace harassment and other conduct on the basis of the employee's ***race, color, religion, national origin, ethnicity, age, disability, sexual orientation, or gender identity*** is also prohibited under federal and state law and this policy. Harassment or mistreatment on the basis of any of these characteristics or ***other characteristic protected by applicable law*** is subject to investigation and disciplinary action as provided in this policy.

5. ***If you believe that you or another employee has been the subject of conduct in violation of this policy***, you have a responsibility to take steps to address the matter. The Company can only assure all employees an opportunity to do their best work if it is aware of situations that may be negatively impacting their work environment. The Company's Human Resources department is charged with leadership of fostering a positive work environment and addressing concerns about the environment, no matter how large or small, to Human Resources. However, the most important thing is that the Company somehow be made aware of any concerns, so if for any reason you prefer not to proceed to Human Resources, please

communicate the concern or situation to your supervisor or any Company managerial employee.

6. The Company will investigate complaints or concerns brought to its attention. Employees are required to cooperate in any investigation. The Company will keep communications relating to the investigation as confidential as it reasonably can, recognizing that the first priority is to gather information as completely as possible.

7. Employees who are found to have engaged in prohibited or inappropriate conduct under this policy will be subject to disciplinary action, up to and including discharge for the first offense.

8. Employees have every right, both legally and as part of the Company's commitment to a healthy workplace, to raise concerns about their work environment. Therefore, ***retaliation against any employee for filing a complaint or participating in an investigation is prohibited.***

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