

ANTI-HARASSMENT POLICY

Our company is committed to maintaining a work environment that is free from intimidation and harassment. Company policy prohibits sexual, racial, and other harassment in the workplace. The purpose of the policy is to emphasize that we do not tolerate any of the following types of conduct.

Harassment, as defined for this policy, consists of verbal conduct, physical conduct, or electronic or other communications or data that belittles or shows hostility or aversion toward an individual on the basis of any status protected by law, including but not limited to, sex, sexual orientation, sexual/gender identity, pregnancy, race, religion, color, national origin, age, military or veteran status, or disability, or that of his or her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Sexual harassment, as defined for this policy, consists of unwelcome sexual advances, requests for sexual favors, and other verbal conduct, physical conduct, or electronic or other communications or data of a sexual nature, whether directed at a person of the same or opposite sex, when:

- Submission to such conduct, communications, or data is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct, communications, or data by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct, communications, or data has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Such conduct, communications, or data has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

If you feel you are being harassed, you should immediately tell the person harassing you that his or her behavior is unwelcome and must stop. You also need to let the company know. The person you contact may differ, depending on the circumstances, but you should always bring the problem to the attention of one of the following:

- Your supervisor;
- Your regional Human Resources director/manager, or a corporate Human Resources vice president or director/manager

All inquiries or complaints will be investigated promptly, thoroughly, and as confidentially as possible for the protection of all involved employees. If an investigation confirms that harassment in violation of this policy has occurred, the company will take appropriate corrective action. This includes discipline up to and including termination of anyone who has violated company policy. There will be no retaliation by the company against any employee who makes a report, even if after an investigation it appears there has been no violation. Everyone in the company is responsible for assuring that our workplace is free from all forms of harassment. It is your duty to report harassment if you see or hear about it.

Employee Signature: _____ Date: _____



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