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HARASSMENT/SEXUAL HARASSMENT POLICY

Harassment, including sexual harassment is contrary to the basic standards of conduct between individuals and is prohibited by federal and state law. It will constitute a violation of the Company's policy for any employee to engage in any of the following acts or behaviors as defined below, and such misconduct will be subject to corrective action up to and including termination.

Employees who feel they have been discriminated against on the basis of race, religion, color, national origin, disability, age, sex, or any other classification protected by federal, state, or local laws, or have in any manner been harassed, should immediately report such incidents according to the Company's procedure outlined below.

Furthermore, this policy applies to all of the Company's employees, officers, directors, as well as non-employees, such as, but not limited to; vendors, contractors, trades people, customers, visitors, etc.

Harassment:

Includes, but is not limited to:

Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her protected basis; e.g., race, religion, color, national origin, disability, age, and sex and that

- has the purpose or effect of creating an intimidating, hostile, or offensive working 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:

Includes, but is not limited to:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when

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

HARASSMENT/SEXUAL HARASSMENT POLICY (CONTINUED)

Prohibited Behaviors:

The behaviors listed below are not intended to be all-inclusive but are merely illustrations of prohibited conduct:

- use of suggestive comments, sexual language, obscene gender-related comments, or jokes;
- pressure for sexual behavior;
- giving unwanted gifts;
- sexual remarks about a person's body or sexual activities;
- patting, pinching, kissing, or unnecessary body contact;
- sexually suggestive non-verbal expressions;
- the display in the work place of sexually suggestive objects or pictures;
- physical assault.

There are other types of behavior that could be considered a violation of this policy and that could result in discipline up to and including termination. The Company reserves the right to exercise judgement in determining other types of prohibited behavior.

Any prohibited behaviors directed towards a man, woman, or individual of the same gender is in direct violation of this policy and could result in discipline up to and including termination.

Reporting Harassment:

Complaints of harassment of any type should be reported immediately so that an investigation and corrective action can be taken, if appropriate. If an employee has such a complaint, he or she should contact management through any of the following channels:

- Employees' immediate supervisor;
- Human Resources Department;
- President of the Company.

An investigation will be promptly undertaken and appropriate disciplinary actions and corrective measures will be instituted if the employee's allegations warrant such action. Persons who commit acts of intimidation or other harassing behavior of any type, will be warned to discontinue such conduct and will be disciplined according to the severity of the case. Discipline may include actions up to and including termination of employment.

Employees are assured that this policy has been established for their benefit and to allow them the freedom of expressing their feelings and/or complaints. The management of the Company assures that the privacy of individuals involved will be respected to the greatest extent possible. No employee should fear that he or she would be penalized for registering a harassment complaint or for participating in the investigation of a complaint. The management of the Company is dedicated to removing all forms of harassment and will strive to conduct a prompt and impartial investigation and resolution of any complaint.