

## RESPECT THE PEOPLE [harassment policy]

We are fully committed to providing a fun, safe, professional and respectful work environment for all staff. We do not work with people who choose to make others feel uncomfortable.

Since we can't assume that everyone understands respect, here it is in black and white. We take this seriously; you should too. Harassment is defined as unwelcome conduct toward an individual based on his or her age, disability, marital status, national origin, race or color, religion, sex, sexual orientation, or gender identity. Unwelcome conduct creates an intimidating, hostile or offensive work environment, all of which doesn't jive with our vision of a fun, safe, professional, and respectful work place.

For anyone needing further clarification, here are examples of prohibited behavior:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or color, religion, sex, sexual orientation or gender identity.
- Nonverbal conduct such as staring, leering and giving inappropriate gifts and physical conduct such as assault or unwanted touching.
- Visual images such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

To successfully participate in a fun, safe and professional work environment, please follow these two steps:

1. Avoid the above behavior and anything with a mere resemblance to it.
2. Call it when you see it - respectfully call someone out on poor behavior or tell a manager.

If you have been victim of harassment or have information regarding any form of harassment, please notify your manager immediately. Additionally, you are encouraged to contact the human resources department. Your job will not be in jeopardy for sharing information with your management. We will appreciate you safeguarding the common good.

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EMPLOYEE NAME [PRINT]

EMPLOYEE SIGNATURE

DATE

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MANAGER NAME [PRINT]

MANAGER SIGNATURE

DATE