



Established Traffic Control

Sexual Harassment Policy

Established Traffic Control, Inc. is dedicated to providing a work environment free from sexual harassment. We are committed to maintaining a workplace where all employees, regardless of their position, are treated with respect and dignity. Sexual harassment is strictly prohibited within our organization, and we will not tolerate any form of such behavior from management, supervisors, employees, customers, suppliers, or any other individuals or entities associated with our organization.

Sexual harassment is a serious offense that undermines the well-being of individuals and the overall health of the workplace. It can lead to reduced productivity, lower morale, and unnecessary conflicts. In this organization, sexual harassment is defined as including, but not limited to:

1. Unwanted or unreceived sexual advances.
2. Requests or demands for sexual favors.
3. Verbal abuse or teasing of a sexually oriented nature that is considered unacceptable by another individual.
4. Engaging in any sexually oriented conduct that interferes with another person's work performance.
5. Creating a work environment that is intimidating, hostile, or offensive due to unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, sexually inappropriate jokes, or attentions.
6. Inappropriate remarks about a person's body, sending inappropriate and/or sexual messages such as e-mails and text messages, or Sexual and inappropriate physical touching regardless of the gender of those involved.

We encourage all employees to promptly report any incidents of sexual harassment they experience or witness. Reports will be treated with confidentiality to the extent possible, and investigations will be conducted promptly and thoroughly. Disciplinary actions, up to and including termination, will be taken against those found responsible for engaging in sexual harassment.

Established Traffic Control, Inc. is committed to preventing sexual harassment, fostering a culture of respect, and ensuring a safe and inclusive work environment for all employees.

If you have any questions, or wish to make a report, please contact **Garret Brunton** at **gbrunton@establishedtraffic.com** or **(267) 718-9358**.

Napoleon Dunn
President, Established Traffic Control

Garret Brunton
EEO Officer/ Special Projects