



The Scientific Consulting Group, Inc.

Workplace Harassment and Discrimination

Unlawful Harassment

In accordance with applicable law, SCG prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, physical or mental disability, marital status, age, genetic information, gender, sexual orientation, gender identity, pregnancy, protected veteran status, or any other category protected by federal, state, and local laws. All such harassment is unlawful and will not be tolerated. SCG is committed to taking all reasonable steps to prevent harassment from occurring, including providing organizational non-harassment training as needed for all employees.

Prohibited Harassment Definition

Unlawful harassment because of race, color, national origin, ancestry, religion, physical or mental disability, marital status, age, genetic information, gender, sexual orientation, gender identity, pregnancy, protected veteran status, or any other protected characteristic includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, or slurs; or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct, such as unwanted touching, blocking normal movement, or interfering with work, directed at you because of your sex or any other protected basis.
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, or offers of job benefits in return for sexual favors.
- Retaliation for opposing, reporting, or threatening to report harassment, or for participating in an investigation, proceeding, or hearing conducted by an investigating agency.

Prohibited harassment is not necessarily limited to the loss of a job or some other economic benefit. Prohibited harassment that impairs your working ability or emotional well-being at work violates this protocol and will not be tolerated.

Harassment Reporting Procedure

Our reporting procedure provides for an immediate, thorough, and objective investigation of any harassment claim and appropriate disciplinary action against one found to have engaged in prohibited harassment. An employee may have a claim of harassment even if there has not been a loss of job or some economic benefit.

If you believe you have been harassed on the job, or you are aware of the harassment of others, you should provide a written or verbal report to your supervisor, any member of the Senior Management Team, or Human Resources as soon as possible. The report should include details of the incident, the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.). All incidents of harassment that are reported will be investigated. SCG will endeavor to protect the privacy and confidentiality of all parties involved, to the extent possible consistent with a thorough investigation.

If SCG determines that harassment has occurred, it will take remedial action commensurate with the circumstances. Appropriate action also will be taken to deter any future harassment. If a complaint of harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

Liability for Harassment

Any employee, including any supervisor, who is found to have engaged in unlawful harassment, is subject to disciplinary action, up to and including termination. An employee who engages in harassment may be held personally liable for monetary damages, should a lawsuit be filed.

Retaliation

In accordance with applicable law, SCG prohibits retaliation against any employee because of the employee's opposition to or complaint regarding a practice that the employee reasonably believes to constitute employment discrimination, accounting irregularities, or otherwise unlawful conduct or because of the employee's participation in an employment investigation (including one with respect to employment discrimination), a proceeding, or a hearing. Any retaliatory adverse action because of such opposition or participation is unlawful and will not be tolerated.

Examples of Opposition

Opposition to perceived discrimination includes threatening to file a discrimination complaint with the Equal Employment Opportunity Commission (EEOC), state agency, or court or complaining or protesting about alleged employment discrimination to a manager, co-worker, or other official. Opposition also includes a complaint or protest made on behalf of another employee or made by the employee's representative. A complaint about employment practices constitutes protected opposition only if the employee communicates to SCG a reasonable good faith belief that the practice opposed constitutes unlawful employment discrimination or is otherwise unlawful. Opposition in a manner that disrupts the workplace, or that constitutes an unlawful activity or engaging in badgering or threatening employees or supervisors, is not protected.

Examples of Participation

SCG will not tolerate retaliation against any individual because he or she has filed a charge, testified, assisted, or participated in any manner in an investigation, proceeding, hearing, or litigation under federal or state employment discrimination statutes or any other statute with respect to the workplace. SCG also prohibits retaliation against someone closely related to or associated with the employee exercising such rights.

Complaint Procedure

If you believe that you have been retaliated against because of your opposition to an employment practice that you reasonably believe to be discriminatory or otherwise unlawful, or because of your participation in a hearing, investigation, or proceeding regarding alleged unlawful discrimination or other alleged unlawful conduct, you should provide a written or verbal complaint to your immediate supervisor or Human Resources as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, and any documentary evidence.

All complaints of prohibited retaliation that are reported to management will be investigated. SCG will immediately undertake and direct an effective, thorough, and objective investigation of the retaliation allegation. The investigation will be completed and a determination regarding the alleged retaliation will be made and communicated to the employee who complains and to the person(s) accused of retaliation.

Anonymous Complaints

Complaints may be made anonymously. Employees who choose to identify themselves when submitting a report may be contacted by Human Resources to gain additional information. To the extent permissible under applicable law, SCG will keep confidential all communications with the reporting employee relating to that employee's complaint.

If you submit a complaint, you should provide as much detail as possible, including the background and history of the concern; names, dates, and places where possible; and the reason why you believe the situation is reason for concern. This is particularly important when submitting an anonymous complaint and SCG will be unable to contact the reporting party with requests for additional information or clarification. Disclosure of any suspected fraudulent, illegal, or unethical conduct to third parties or any member of the media without express approval from SCG is prohibited.

SCG will respond to employee concerns by investigating them, if appropriate. Please note that an investigation is not an indication of whether an employee's concerns have been confirmed or rejected. In order to protect individuals and the company, initial inquiries will be made to decide whether an investigation is appropriate and, if so, the form and the scope of the investigation. The action taken by the company will depend on the nature of, and severity, of the concern, as determined during the investigation.

If SCG determines that an individual has suffered adverse action in retaliation for opposition to alleged employment discrimination or other alleged unlawful conduct, or for participation in a proceeding related to alleged employment discrimination or other unlawful conduct, SCG will take what it considers to be immediate, effective remedial action against the person who has retaliated, up to and including termination. SCG also will take action to deter any future retaliation. Whatever action is taken against the person responsible for the retaliation will be communicated to the employee who complained. In addition to SCG's internal complaint procedure, employees should be aware that the EEOC and the Maryland Commission on Civil Rights investigate and prosecute complaints of unlawful retaliation because of opposition or participation in proceedings related to alleged employment discrimination. The nearest offices of the EEOC or the state agency are listed on the web or in the telephone directory.