



Phone: (954) 691-4588

Fax: (954) 938-2004

6750 N. Andrews Ave., Suite 200

Fort Lauderdale, FL 33309

Email: info@radgov.com

Web: <http://www.radgov.com>

Policy on Sexual and other forms of harassment

To: All RadGov employees

The following is the RadGov's policy on sexual and other forms of harassment as given in the employee manual.

RadGov is committed to maintain an environment free of all forms of harassment including sexual harassment. RadGov's policy regarding sexual and other forms of harassment is designed to protect all employees from harassment. All employees, managers and non-supervisors alike, are expected to comply with this policy and to take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy and based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination.

In most of the cases it is difficult for the management to notice harassment unless the victim notifies. Hence any employee who believes that he or she has been the victim of sexual or other forms of harassment should immediately bring the matter to the attention of his or her supervisor, manager, or the President of the company. All complaints will be treated with discretion and promptly and thoroughly investigated.

For a detail policy on sexual and other forms of harassment please contact human resources department.

The following is to explain this policy in detail.

RadGov is free of all forms of harassment, which include sexual, homosexual, racial, nationalorigin etc. No employee should feel any uncomfortable or shy or fear in reporting any such conduct to the immediate supervisor. In case the immediate supervisor is involved, the matter should be taken to the RadGov's Anti Harassment Team, which is listed at the end of the memo. If there is a complaint against one of the members of the team, the employee should immediately report it to another member. In this context employee means permanent employee, part-time employee, dailywage worker or hourly worker.

No uninvited and offensive touching, abusive remarks, unwelcome and threatening sexual advances, posting suggestive photographs, telling sexual jokes, making innuendoes, assigning work according to an individual's gender, or promoting employees based on gender or race or nationality or sexual preference are allowed in this organization.

All supervisors should note that the power to supervise, which include hiring, firing, assigning responsibilities, setting work schedules and pay rates, promoting, deciding benefits etc., should not be misused. Employment decisions or benefits should not be tied to sexual activity. Helping the harassed victim is part of their responsibility and should immediately inform the Anti Harassment Team. All supervisors and the Anti Harassment Team should keep all sexual harassment charges confidential.

In general the offending supervisors may try to abuse their authority, and may implicitly threaten to misuse their supervisory powers to deter any resistance or complaint. This type of behavior is against RadGov's policy and any victim should note that reporting would not only help him or her but also helps others in not becoming victims. Supervisors should avoid any measures that penalize the individual who has lodged a sexual or other form of harassment complaint.

To explain the types of sexual harassment, I will mention one of the recent Supreme Court rulings, in which it analyzed three situations and types of sexual harassment. In one, often called quid pro quo harassment, the supervisor takes an adverse action - like dismissal, failing to promote, reducing benefits or reassigning with significantly reduced responsibilities - against an employee who refuses to submit to the supervisor's sexual demands. In the second situation, generally called a hostile work environment case, there is a sexually hostile environment, marked by severe or pervasive conduct. In the third situation, a supervisor threatens a tangible job detriment, like a demotion, to someone who spurns the supervisor's advances, but the threat goes unfulfilled.

Employees who are working at the client sites as consultants should immediately inform the Anti Harassment Team about any form of harassment. Also one should understand that men as well as women might be victims of sexual harassment and sexual harassment need not be happen from opposite sex.

We all should respect and follow the law, which Under Title VII of the Civil Rights Act of 1964 says, "it shall be an unlawful employment practice for an employer to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin."

The following numbers of the team should be considered as hot lines and the victim should immediately call one of the members at any time.

Name	Work Phone	Alternative Phone	E-mail
Clarisey Lee	954-691-4588	954-691-4588	clee@radgov.com
Jyothi Myneni	954-691-4588	732.331-7500	jmyneni@radgov.com
Deepa Koduru	954-691-4588	732-593-7500	dkoduru@radgov.com

Fax messages can be sent to the above members at 954.938.2004.

I have read and understood RadGov's policy on Sexual and others forms of harassment.