

Anti-Harassment & Anti-Discrimination - Anti-Harassment and Anti-Discrimination Policy and Complaint Procedure - U.S. Policy

Origin Date: August 02, 2010

Last Revised Date: April 13, 2015

Work Environment ID: 630

Owner(s): HR Director

Contact(s): HR Director

Executive Sponsor(s): COO

Summary:

Axxend is committed to providing equal employment opportunity to all qualified employees and applicants. Harassing, discriminatory, retaliatory or intimidating conduct on the basis of race, color, sex, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability or veteran status towards another employee or any other person (including an agency temporary, independent contractor, vendor, or supplier) is prohibited and will not be tolerated.

Body:

Axxend is committed to providing equal employment opportunity to all qualified employees and applicants. Harassing, discriminatory, retaliatory or intimidating conduct on the basis of race, color, sex, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability or veteran status towards another employee or any other person (including an agency temporary, independent contractor, vendor, or supplier) is prohibited and will not be tolerated.

Examples of Sexually Harassing Conduct

Sexually harassing conduct is unwelcome verbal or physical conduct that is sexual in nature or that is directed at a person because of his or her gender. Types of sexually harassing conduct may include:

- Explicit or implicit pressure for submission to unwelcome conduct as a condition of employment or employment benefit, such as promotions or pay increases, or withholding such employment benefits if the employee rejects the unwelcome conduct.
- Creation or perpetuation of a hostile, intimidating or offensive work environment, or unreasonable interference with an employee's work performance through unwelcome verbal or physical conduct such as:
 - Making sexual advances to an employee or another person;
 - Touching an employee or another person in an unwelcome way;
 - Making sexual comments or inappropriate jokes;
 - Viewing, downloading, or sharing sexually explicit pictures, calendars, bitmaps, or cartoons; or
 - Hiring vendors for entertainment at team events that involves sexually explicit or otherwise offensive attire or behavior.

Other Forms of Harassing, Discriminatory, and Retaliatory Conduct

This policy applies not only to complaints and investigations of sexual harassing and intimidating conduct, but to all other forms of harassing, discriminatory, retaliatory, and intimidating conduct based on age, race, color, sex, sexual orientation, national origin, religion, marital status, disability, and/or veteran status.

Internal Complaint Procedure

What should you do if you believe you are experiencing harassing, discriminatory, or retaliatory

conduct or are aware of any such behavior towards others? You should immediately:

1. Notify your manager of the behavior or, if you feel that you cannot talk directly to your manager, notify your manager's manager or the HR Director. Your notification may be either verbal or in writing; and
2. You are encouraged, but not required, to identify the offensive behavior to the person engaging in the behavior and request that it stops.

Even if you have addressed the issue with the person engaging in the behavior, you should let your manager, your manager's manager, or the HR Director know about the situation so that Axxend can follow up with any measures it considers appropriate. Axxend prohibits reprisal or retaliation against employees who raise good faith concerns of discriminatory, harassing, or retaliatory behavior or provide information as part of an investigation into alleged violations of the EEO Policy.

Company Action

In applying this policy, Axxend has zero tolerance for prohibited discriminatory, harassing, intimidating, or retaliatory conduct. What does this mean? Axxend has:

- An internal complaint procedure set forth in the preceding section to allow an employee to raise a concern or complaint about any conduct believed to be in violation of the EEO Policy.
- HR professionals trained to promptly conduct unbiased investigations when complaints are raised. To the extent possible, employee confidentiality is maintained.
- A policy that is enforced to protect employees who complain about discriminatory, harassing, intimidating, or retaliatory conduct.

Each situation is reviewed on its own facts. If it is determined at the completion of an investigation that an employee has engaged in discriminatory, harassing, or retaliatory behavior in violation of company policy, the company takes appropriate measures to:

- stop the discriminatory, harassing, intimidating, or retaliatory conduct;
- correct its effects;
- prevent its recurrence; and
- take disciplinary action against the wrongdoer, up to and including termination.

If you have any questions about our policy, please contact your manager or the HR Director. If you would like information about anti-harassment or diversity training that the company makes available to all employees, please contact the HR Director.

Exceptions :

There are no exceptions to this policy.

Enforcement:

Failure to adhere to this Policy may result in disciplinary action up to and including termination.

SOX Treatment:

Not Applicable

Reporting Treatment:

This Policy applies to Axxend employees worldwide.