Anti-Harassment and Equal Opportunity Policy

# Introduction

The company is committed to creating a workplace that is free from harassment, discrimination, and retaliation, in compliance with Title VII of the Civil Rights Act, ADA, and other applicable laws. We promote an inclusive culture where all employees are treated with dignity and respect.

# Scope

Covers all employees, job applicants, contractors, clients, and visitors in any work-related setting.

Applies to both in-person and virtual interactions, including emails, chats, and social media.

# Prohibited Conduct

Harassment includes unwelcome verbal, visual, or physical conduct based on protected characteristics.

Examples include slurs, offensive jokes, unwanted touching, displaying offensive images, or any conduct creating a hostile work environment.

# Reporting Procedures

Employees may report incidents to their manager, HR, or via the anonymous ethics hotline.

All complaints will be taken seriously and investigated promptly and confidentially.

# Investigation Process

Investigations will involve interviews, evidence review, and documentation of findings.

If misconduct is confirmed, corrective action up to termination will be taken.

# Non-Retaliation

The company prohibits retaliation against any employee who files a complaint or participates in an investigation in good faith.