

Piped Piper Harassment and Discrimination Policy

Purpose

Piped Piper is committed to fostering a workplace where all employees feel safe, respected, and valued, regardless of their differences. Discrimination and harassment in any form will not be tolerated. This policy outlines the company's commitment to a discrimination and harassment-free environment, and the procedures for reporting and investigating complaints.

Scope

This policy applies to all employees, managers, contractors, clients, and visitors within Piped Piper workplaces or in situations related to work (company events, business travel, etc.).

Prohibited Conduct

Piped Piper strictly prohibits discrimination or harassment based on the following protected characteristics:

- Race
- Color
- Religion
- Sex (including pregnancy, childbirth, breastfeeding, or related medical conditions)
- Sexual orientation
- Gender identity and expression
- National origin
- Age (40 and over)
- Disability (physical or mental)
- Genetic information
- Veteran status
- Any other characteristic protected by applicable federal, state, or local law

Definition of Harassment

Harassment is unwelcome conduct that creates an intimidating, hostile, or offensive work environment, or unreasonably interferes with an individual's work performance. Harassing behavior may include, but is not limited to:

- Verbal: Offensive jokes, slurs, epithets, threats, or intimidation.
- Physical: Assault, unwanted touching, or blocking an individual's movement.
- Visual: Displaying or distributing offensive images, posters, or cartoons.
- Written: Sending offensive emails, text messages, or social media posts.
- Retaliation: Taking adverse action against an employee who reports harassment/discrimination, or participates in an investigation.

Reporting Procedure

Employees who experience or witness harassment or discrimination should report it immediately

to:

- Their direct manager
- The HR Department [Insert HR contact information]
- Any other manager or supervisor they feel comfortable approaching

Reports can be made verbally or in writing. Piped Piper encourages employees to provide as much detail as possible, including the nature of the conduct, names of anyone involved or who witnessed the behavior, and dates and locations.

Investigation and Resolution

Piped Piper will promptly and thoroughly investigate all complaints of harassment and discrimination. Confidentiality will be maintained to the extent possible. If the investigation finds the complaint justified, appropriate disciplinary action will be taken, up to and including termination of employment. Piped Piper prohibits retaliation against anyone reporting or participating in an investigation of harassment or discrimination.

Commitment and Responsibility

Piped Piper strives to maintain a positive and inclusive workplace. All employees are responsible for treating each other with dignity and respect. Managers have an added responsibility to prevent and address any discriminatory or harassing behavior by those they supervise.