

Sexual Harassment Prevention Policy

Summit Digital Solutions, Inc.

Effective Date: January 1, 2024

Policy Number: HR-2024-001

1. Purpose and Scope

1. Summit Digital Solutions, Inc. ("Company") is committed to maintaining a workplace free from sexual harassment and retaliation. This policy applies to all employees, contractors, vendors, clients, and visitors at all Company locations and Company-sponsored events.
2. This policy complies with federal law, including Title VII of the Civil Rights Act of 1964, as well as applicable state and local laws where the Company operates.

2. Definitions

1. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:
 - a) Submission to such conduct is made explicitly or implicitly a term or condition of employment;
 - b) Submission to or rejection of such conduct affects employment decisions; or
 - c) Such conduct creates an intimidating, hostile, or offensive work environment.
2. "Retaliation" means any adverse employment action taken against an individual for reporting harassment, participating in an investigation, or opposing discriminatory practices.

3. Prohibited Conduct

1. Examples of prohibited conduct include but are not limited to:
 - a) Unwanted physical contact or sexual advances
 - b) Sexually explicit or suggestive communications
 - c) Display of sexually suggestive materials
 - d) Sexual jokes or innuendos
 - e) Requests for sexual favors
 - f) Verbal abuse of a sexual nature
 - g) Commentary about an individual's body

- h) Sexually degrading words
- i) Inappropriate use of company technology systems for sexual content

2. This policy applies to conduct in person and through electronic communications, including email, messaging, and social media.

4. Reporting Procedures

1. Any employee who believes they have experienced or witnessed sexual harassment should report the incident to:

- a) Their immediate supervisor
- b) Human Resources Department (hr@summitdigital.com)
- c) Ethics Hotline: 1-800-555-0123
- d) Online reporting portal: ethics.summitdigital.com

2. Reports should include:

- a) Date(s) of incident(s)
- b) Description of the conduct
- c) Names of individuals involved
- d) Names of any witnesses
- e) Any supporting documentation

5. Investigation Process

1. The Company will promptly investigate all reports of sexual harassment with appropriate discretion and confidentiality.

2. Investigations will typically include:

- a) Interviews with relevant parties
- b) Review of pertinent documents and communications
- c) Documentation of findings
- d) Determination of appropriate action

3. The Company will take appropriate corrective action based on investigation findings, up to and including termination of employment.

6. Anti-Retaliation Provisions

1. The Company strictly prohibits retaliation against any individual who:
 - a) Reports sexual harassment
 - b) Participates in an investigation
 - c) Opposes harassing practices
 - d) Files an administrative charge or lawsuit
2. Any employee who engages in retaliation will be subject to disciplinary action, up to and including termination.

7. Training Requirements

1. All employees must complete sexual harassment prevention training:
 - a) Within 30 days of hire
 - b) Annually thereafter
 - c) Upon substantial policy updates
2. Managers and supervisors must complete additional leadership-specific training annually.

8. Documentation and Record Keeping

1. Human Resources will maintain confidential records of:
 - a) Policy acknowledgments
 - b) Training completion
 - c) Complaints and investigations
 - d) Resolution outcomes

9. Policy Review and Updates

1. This policy will be reviewed annually by the Legal and HR departments.
2. Updates will be communicated to all employees and acknowledged in writing.

10. Contact Information

For questions about this policy, contact:

Human Resources Department

Summit Digital Solutions, Inc.

Email: hr@summitdigital.com

Phone: (555) 123-4567

Acknowledgment

I acknowledge that I have received, read, and understand Summit Digital Solutions' Sexual Harassment Prevention Policy.

Employee Name: _

Employee Signature: _

Date: _

Policy Owner: Director of Human Resources

Last Updated: January 1, 2024

Version: 2.0