

# **Workplace Harassment Prevention Guidelines**

**Nexus Intelligent Systems, Inc.**

## **1. PURPOSE AND SCOPE**

1 These Workplace Harassment Prevention Guidelines (the "Guidelines") establish the comprehensive policy and procedural framework for preventing, addressing, and remedying workplace harassment within Nexus Intelligent Systems, Inc. (the "Company").

2 These Guidelines apply to all employees, contractors, consultants, interns, and temporary workers, regardless of employment status, job classification, or hierarchical position within the organization.

## **2. DEFINITIONS**

1 "Workplace Harassment" shall mean any unwelcome conduct, verbal or physical, that:

- a) Creates an intimidating, hostile, or offensive work environment
- b) Unreasonably interferes with an individual's work performance
- c) Adversely affects an individual's employment opportunities

2 Workplace harassment includes, but is not limited to:

- Sexual harassment
- Discriminatory harassment based on protected characteristics
- Verbal abuse
- Psychological intimidation
- Unwanted physical contact
- Digital or electronic harassment

## **3. PROHIBITED CONDUCT**

1 The Company strictly prohibits all forms of workplace harassment, including but not limited to:

- a) Offensive comments or jokes
- b) Inappropriate physical contact
- c) Discriminatory remarks
- d) Sexual advances or propositions
- e) Displaying offensive materials

f) Cyberbullying or digital harassment

2 Harassment may occur between:

- Supervisors and subordinates
- Colleagues at equivalent organizational levels
- Employees and third-party contractors
- Any combination of individuals within the workplace ecosystem

#### **4. REPORTING MECHANISMS**

1 Reporting Channels

a) Internal Reporting

- Direct supervisor communication
- Human Resources Department
- Confidential ethics hotline

b) External Reporting

- Independent third-party investigation service
- Anonymous online reporting portal

2 Reporting Protections

- Zero tolerance for retaliation
- Strict confidentiality guarantees
- Multiple reporting pathways
- Comprehensive documentation protocols

#### **5. INVESTIGATION PROCEDURES**

1 Initial Assessment

- Immediate acknowledgment of complaint
- Preliminary confidential review
- Determination of investigation scope

2 Investigation Protocol

a) Neutral, impartial investigation

b) Comprehensive evidence collection

- c) Interviews with involved parties
- d) Documented findings
- e) Recommended remedial actions

### 3 Potential Outcomes

- Disciplinary action
- Mandatory training
- Performance management
- Termination of employment
- Legal referral, if applicable

## **6. PREVENTION AND TRAINING**

### 1 Mandatory Training

- Annual harassment prevention workshops
- Interactive digital learning modules
- Scenario-based training scenarios
- Leadership accountability programs

### 2 Cultural Development

- Promoting respectful workplace environment
- Encouraging open communication
- Establishing clear behavioral expectations

## **7. LEGAL COMPLIANCE**

### 1 These Guidelines are designed to ensure compliance with:

- Title VII of the Civil Rights Act
- Equal Employment Opportunity Commission (EEOC) regulations
- State and federal anti-discrimination laws

## **8. ACKNOWLEDGMENT AND CONSENT**

### 1 All employees must:

- Review these Guidelines
- Complete mandatory training

- Sign acknowledgment of understanding
- Commit to maintaining a harassment-free workplace

## **9. AMENDMENT AND REVIEW**

1 These Guidelines shall be:

- Reviewed annually
- Updated to reflect legal and organizational changes
- Distributed to all employees

## **10. DISCLAIMER**

1 These Guidelines represent the current policy of Nexus Intelligent Systems, Inc. and are subject to modification at the Company's sole discretion.

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Approved: January 22, 2024

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Dr. Elena Rodriguez

Chief Executive Officer

Nexus Intelligent Systems, Inc.