

1.1 Appropriate Workplace Conduct Policy

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1.1 Appropriate Workplace Conduct Policy

Introduction

About these guidelines

These guidelines are intended to provide basic information to employees about our workplace.

They are not intended to address every situation. The Company recognizes its need to respond flexibly to ever-changing business needs and circumstances. Accordingly, [Company Name] reserves the right to revoke, modify, interpret, and apply its guidelines, policies or procedures at its sole discretion, and without prior notice. These guidelines are not intended to be a contract or legally binding agreement, and do not promise specific treatment in specific situations.

Appropriate Workplace Conduct

[Company Name] is committed to providing a work environment where all employees can work together comfortably and productively. We expect all employees to treat each other with respect. Our employees are entitled to a workplace free from any form of harassment, including sexual harassment.

Policy

The Company prohibits the harassment of any of its employees, customers, independent contractors or vendors, and particularly if the conduct is based on an individual's race, religion, color, sex, age, national origin, ancestry, marital status, sexual orientation, physical and mental disability, or any other characteristic protected by law.

Such conduct is not only prohibited by the Company, it may be a violation of federal and state anti-discrimination laws. The Company prohibits such behavior even if it is not so severe that it would be considered illegal under the law. Harassing conduct is prohibited even if the offending employee did not intend to offend or believed his or her comments or conduct were welcome.

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Prohibited Conduct

Prohibited conduct may include, but is not limited to:

- Offensive or derogatory comments or jokes, including epithets or slurs
- Intimidation or threats
- Negative stereotyping
- Repeated requests for dates
- Requesting sexual favors, or suggesting that sexual favors will gain employment benefits
- Unwelcome touching
- Any physical interference with the employee's normal work or movement
- Written or graphic material placed on walls, bulletin boards, e-mail, or elsewhere on the Company's premises or circulated in the workplace that mocks, denigrates, or shows hostility towards an individual or group

Scope of Policy

This policy applies to all employees, supervisors, managers, customers, independent contractors, and vendors. This policy prohibits such conduct on Company property, at employer-sponsored activities and programs, on business-related trips, and elsewhere.

Consequences of Non-Compliance

If the Company determines that an employee is in violation of this policy, he or she will be subject to corrective action, which could range from performance counseling to termination of employment.

Who Can Make a Complaint?

Anyone who believes he or she is the subject of inappropriate conduct and anyone who observes or learns of such conduct may make a complaint.

Employee Responsibilities

Employees are expected to respect the rights of customers, independent contractors, vendors, and co-workers by refusing to participate in conversations or activities of an offensive, demeaning, or intimidating nature. Managers are responsible for taking appropriate action to eliminate such conduct.