


Human Resources	Document No.	Revision Level:	 <small>MANUFACTURING COMPANY</small>
Description: ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY	Issuer:		
	Revised By:		

1.0 PURPOSE


1.1 The Company is committed to providing equal employment opportunities to all employees and applicants and prohibits discrimination on the basis of race, color, religion, sex (including pregnancy, child birth, breastfeeding and related medical conditions,) age, national origin, sexual orientation, gender identity and expression, genetic information, marital status, disabilities, military status or any other status protected by applicable laws or regulations. The Company will not treat people differently based on, or make decisions based on, any such protected status.

1.2 In addition, the Company is committed to providing a work environment that is free of unlawful harassment. The Company strictly prohibits all forms of unlawful harassment on the basis of race, color, religion, sex (including pregnancy, child birth, breastfeeding and related medical conditions,) age, national origin, sexual orientation, gender identity and expression, genetic information, marital status, disabilities, military status or any other status protected by applicable laws or regulations.

2.0 RESPONSIBILITY

2.1 This Policy applies to applicants and employees of the Company including Officers and Supervisors. The Company prohibits Officers, Supervisors and other employees from discriminating against or harassing co-workers as well as customers, vendors, suppliers, independent contractors and others doing business with the Company. The Company prohibits customers, vendors, suppliers, independent contractors and others doing business with the Company from discriminating against or harassing the Company's employees.

2.2 All employees should understand that submission to, or acceptance of harassment is not a term or condition of employment. No employee is required to submit to or accept harassment in order to maintain their position, promotional opportunities, benefits or to meet any other condition of employment.

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2.3 Any employee who experiences or observes a potential violation of this Policy should submit a report in the manner described in the “Complaint Procedure Relating to Harassment, Bullying and Discrimination” section of the employee handbook.

2.4 After investigation, any person(s) found to have engaged in harassment, bullying or discriminatory conduct, may be subject to disciplinary action, up to and including termination. Any such harassment, bullying or discrimination will be reported to the police if appropriate. Retaliation against an employee who, in good faith, makes a complaint of harassment or discrimination will not be tolerated and may be subject to disciplinary action up to and including termination.

3.0 DEFINITIONS AND EXAMPLES OF PROHIBITED TYPES OF HARASSMENT

3.1 SEXUAL HARASSMENT


3.1.1 Sexual harassment comes in many forms. Sexual harassment includes potentially offensive remarks about an individual’s sex or gender, as well as unwelcome sexual advances, unwanted physical contact, inappropriate touching, leering, sexual gestures, displaying sexually oriented materials, making requests for sexual favors or other verbal or physical conduct of a sexual nature when:

3.1.1.1 Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or

3.1.1.2 Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment; or

3.1.1.3 Such conduct has the purpose or effect (even if the effect is unintentional) of creating an intimidating, hostile or offensive work environment.

3.1.1.4 No employee may threaten or insinuate, either explicitly or implicitly, that an employee’s refusal or willingness to submit to sexual advances will affect the employee’s terms or conditions of employment.


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3.2 BULLYING

- 3.2.1 Bullying is inappropriate behavior, once or repeated, direct or indirect, verbal or physical, by one or more employees against another employee at work or in the course of work that, intentionally or unintentionally, creates a hostile, demeaning, intimidating or otherwise inappropriate effect.
- 3.2.2 Bullying may come in many different types and could occur in more than one fashion. The following are examples of bullying:
- 3.2.2.1 **Verbal bullying** includes, but is not limited to: slandering or ridiculing a person or his/her family, name calling that is hurtful, insulting or humiliating, abusive and offensive remarks.
- 3.2.2.2 **Physical bullying** includes, but is not limited to: pushing, kicking, tripping, shoving, assaulting or threatening harm or physical assault or damage to a person, a person’s work area or personal property.
- 3.2.2.3 **Gesture bullying** includes, but is not limited to: nonverbal threatening gestures, obscene gestures, or similar behavior.

3.3 OTHER HARASSMENT

- 3.3.1 The Company also strictly prohibits harassment based on an employee’s race, color, religion, sex (including pregnancy, child birth, breastfeeding and related medical conditions,) age, national origin, sexual orientation, gender identity and expression, genetic information, marital status, disabilities, military status or any other status protected by applicable laws or regulations. This includes, but is not limited to:
- 3.3.1.1 Assault, inappropriate physical contact or making derogatory gestures.
- 3.3.1.2 Verbal harassment such as epithets, derogatory statements, derogatory comments or jokes that may be offensive (intentionally or unintentionally.)

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3.3.1.3 The display in the workplace of obscene, threatening, intimidating, or otherwise inappropriate pictures, photographs or electronically transmitted messages.

3.4 ROLE OF SOCIAL MEDIA

3.4.1 Please note that improper harassment can occur outside of the workplace including, but not limited to, the internet and social media. This Policy applies regardless of where the prohibited conduct occurs, including when the prohibited conduct occurs on social media or the internet (including, but not limited to, on Facebook, Twitter, Instagram, a message board, or text message.)


4.0 REFERENCES

4.1 Employee Handbook

4.2 Electronic Information and Acceptable Use Policy

5.0 APPROVAL AUTHORITY

WRITTEN / REVISED BY	APPROVED BY	APPROVAL (Initials/Signature)	DATE
Edward Hayden	Sr. Vice President- Human Resources	Bruce Gallagher	
	Sr. Director – Human Resources	Bunny Comilla	

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6.0 REVISION HISTORY

REV. #	REV. DATE	SCN No.	REVISED BY	CHANGES