



Equal Employment Opportunity

Equal Employment Opportunity Policy

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, religion, color, sex, sexual orientation, gender identity, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, medical condition (cancer related or HIV/AIDS related), handicap, disability or any other protected status in accordance with the requirements of all federal, state and local laws.

No Harassment Policy

We do not tolerate unlawful harassment of any of our employees, customers, vendors, or suppliers. Any form of harassment that violates federal, state or local law, including, but not limited to harassment related to an individual's race, religion, color, sex, sexual orientation, gender identity, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition (cancer related or HIV/AIDS related), handicap or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes the term "harassment," may include slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct.

In addition to the above-listed conduct, "sexual harassment" can also include the following examples of unacceptable behavior:

- unwanted sexual advances
- offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity
- visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- verbal sexual advances, propositions or requests
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- physical conduct, such as touching, assault, impeding or blocking movements

If you have any questions about what constitutes harassment, ask your supervisor or another management official.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

If you feel that you are being harassed by another employee, you should immediately notify your supervisor or manager. **If you do not feel the matter can be discussed with your supervisor or manager, you should contact Gerry Enders VP or Scott Gunderson President, to discuss your complaint.**

You will not be penalized in any way for reporting a harassment problem.

All complaints of harassment reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. The company prohibits employees from hindering our own internal investigations and our internal complaint procedure. All complaints of harassment reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Harassment of employees in connection with their work by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report this conduct to the Business Manager or the General Manager.

Harassment of our customers or employees of our customers, vendors, or suppliers by our employees is also strictly prohibited. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take whatever steps are necessary to correct the problem.

If management finds that an employee has violated this policy, appropriate disciplinary action will be taken, up to and including termination.