

No Religious Harassment Policy

It is our policy to ensure that every employee enjoys a non-hostile work environment free of harassment of any kind, and specifically harassment on religious grounds. Harassment of any kind based on religion (any sincerely-held religious belief or lack of such a belief) is forbidden and subject to appropriate disciplinary action. The Company is proud of its record in providing equal employment opportunity to all and will pursue the elimination of any vestige of discrimination by every means at its disposal.

Religion is not limited to Orthodox or well recognized denominations; e.g., Catholic, Baptist or Judaism. All that is required is a sincere and meaningful belief equivalent to the belief in God held by the more well recognized religions. Atheists are also protected.

Definition of Harassment

Harassment is verbal or physical conduct that demeans or shows hostility, or aversion, toward an individual because of religion that also:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- or
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

Epithets, slurs, jokes, negative stereotyping or threatening, intimidating or hostile acts that relate to a person's religion.

Written or graphic material which demeans or shows hostility or aversion toward an individual or group because of religion and is posted on walls, bulletin boards, e-mail or elsewhere on the Company's property.

Submission to or rejection of such conduct by an individual is the basis for decisions affecting an individual's employment.

Complaint Procedure

Any employee who believes he/she has suffered harassment by any other employee, including supervisors and co-workers, or by any guest or visitor of the Company, must bring the problem to the attention of one of these individuals:

- His/her direct supervisor
- Human Resources Manager/Director
- Any Member of Management
- **{Any telephone or intranet reporting method}**

If employees do not report retaliatory conduct, the Company may not learn of a possible violation of this policy and may not be able to take appropriate corrective action.

The complaint need not be in writing. However, it is helpful if details of dates, times, places, and witnesses, if any, to the harassment can be provided.

Complaint Investigation and Confidentiality

All complaints will be investigated promptly by the Human Resources Department. Because harassment is a serious offense, the Company will deal with it in the strictest of terms, which may include termination if an employee is found to have engaged in such conduct.

The identity of the employee making the complaint and the identity of the individual accused of harassment will be kept confidential, to the extent possible. Information regarding the charge of harassment and the investigation of that charge will not ordinarily be made known to anyone who is not directly involved either as a party or a witness. Witnesses interviewed will be provided only such information as may be necessary to elicit from them their observations and other relevant information.

During the investigation, both the complainant and the accused will be provided a full opportunity to tell their side of the story. Witnesses identified by the complainant or the accused will also be interviewed. Upon completion of the investigation, the Human Resources Department will make a determination.

A report of harassment will be treated seriously, and a thorough investigation will be conducted. An employee who files a complaint will be treated fairly and courteously at all times.

Retaliation Prohibited

The Company expressly forbids and will not tolerate retaliation against any employee for filing a harassment claim and will take all steps necessary to prevent retaliation.