

Safety Brief: Harassment and Workplace Violence

Rules and Requirements

□ **Harassment**

- We are committed to providing a positive work environment that is free of discrimination and harassment on the basis of age, race, color, gender, pregnancy, sexual orientation, gender identity or expression, national origin, religion, marital status, or disability. Harassment, violence, or intimidation of any kind by or toward another employee or any other person or harassment of any person not associated with the Company by use of its relationships, resources, or assets, will not be tolerated. **Sexual Harassment**
 - Unwelcome sexual advances, request for sexual favors, or other verbal or physical sexual advances constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
 - **Examples of sexual harassment, but not limited to:**
 - Unwanted sexual advances, verbal propositions.
 - Verbal conduct, such as making or using derogatory comments, epithets, slurs, or jokes.
 - Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or pictures, or cartoons.
 - Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual.
 - Making or threatening reprisals after a negative response to sexual advances.
 - Inappropriate physical conduct, including touching, assaulting, impeding, or blocking movements.
- **Workplace Violence**
 - We do not tolerate workplace threats or violence of any kind. The following are examples, but not limited to:
 - Threatening language
 - Menacing
 - Intimidating
 - Violent behavior
 - Anyone found to have violated these expectations will be subject to discipline up to and including immediate termination.
- **Reporting Harassment and Workplace Violence**
 - Report all types of harassment to your immediate supervisor. If you are uncomfortable doing so, report the situation to the safety team.
 - All reports will be kept confidential and investigated appropriately