PROHIBITION OF HARASSMENT

Employees are expected to treat others in the workplace with respect and must not engage in harassing or bullying behavior. This policy encompasses behavior that is prohibited by law and behavior that, while not necessarily unlawful, nevertheless violates the Company's standards for workplace conduct. The policy applies to the workplace (both on and off Company property) and in other settings in which employees may find themselves in connection with their jobs or that impact the workplace (which can occur after regular work hours or away from the regular workplace).

HARASSMENT BASED ON A PROTECTED CATEGORY

Harassing conduct that is based on a protected category is prohibited by law, whether committed by supervisors, co-workers, or third parties in the workplace, and will not be tolerated by the Company. “Protected categories” include race, religion, color, sex, pregnancy, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, age, marital status, military or veteran status, medical condition, genetic information, or disability (mental or physical) and any additional category set forth in any federal, state or local law. Conduct that may be considered as contributing to unlawful harassment when based on a protected category includes slurs, offensive jokes or teasing and disparaging comments – whether done in person or phone, by email or text, visual displays, or otherwise. Such conduct can be unlawful when it is particularly egregious or when it is repeated, creating a hostile working environment and altering the conditions of employment.

Sexual harassment is one form of harassment based on a protected category and prohibited by law and this policy. Hostile environment sexual harassment can include any of the previously mentioned types of conduct as well as offensive touching, staring and stalking, gestures, violating personal space, requests for sexual favors, conversation containing sexual comments and other unwelcome advances. In addition to hostile environment harassment, sexual harassment can take the form of “quid pro quo” harassment, which includes making unwanted sexual advances and/or requests for sexual favors where submission is a condition of employment or where submission to or rejection of the advances or requests is used as the basis for employment decisions.

In addition to co-workers, employees are prohibited from harassing customers, guests, contractors, and any others with whom they interact in their work environment.

While harassment based on a protected category must meet certain legal standards to be unlawful, such as being “severe or pervasive,” these standards do not necessarily have to be met for the Company to determine that conduct has violated Company policy. The Company’s prohibition of harassment encompasses a broader range of conduct than what is prohibited by law.
BULLYING

Abusive conduct, often referred to as “bullying,” is a type of conduct that may not be unlawful but is against Company policy. Bullying need not be related to a protected category. Bullying in the workplace includes repeatedly making derogatory or insulting remarks; intentional targeted isolation; serious or repeated verbal or physical conduct that could reasonably be considered threatening, intimidating or humiliating; or intentionally sabotaging or undermining another’s work performance.

COMPLAINTS AND INVESTIGATIONS

The Company strongly encourages employees to immediately speak up if they are subject to or witness conduct prohibited by this policy. Employees who believe they have been subjected to discrimination, harassment or bullying by a co-worker, guest, or other person in their workplace, or are otherwise aware of a violation of this policy, should notify their supervisor, Unit Production Manager or Human Resources, or call the Company Guideline at (800) 699-4870. Employees in California may also contact the California Department of Fair Employment and Housing at 800-884-1684 or online at http://www.dfeh.ca.gov.

The Company takes reports of discrimination and harassment very seriously. Managers who become aware of possible violations must notify Human Resources or Employee Relations. When the Company receives allegations of misconduct, it will conduct a fair, timely and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. Every complaint will be investigated in the manner and to the extent appropriate to the circumstances, and investigations will be conducted as confidentially and expeditiously as possible. Employees have an obligation to cooperate fully and to openly and honestly share information in any Company investigation.

The Company will not tolerate retaliation against an employee who has made a good-faith complaint or has cooperated with an investigation into a complaint. Employees who believe they have been retaliated against should immediately report the conduct to their supervisor, Unit Production Manager or Human Resources, or call the Company Guideline.

DISCIPLINE AND OTHER REMEDIAL MEASURES

If an investigation uncovers misconduct, the Company will take appropriate remedial measures. Any employee found to have violated this Prohibition of Harassment policy (including the prohibition of retaliation) will be subject to discipline, which may be termination.
The Company proudly provides equal employment opportunity for all employees and applicants.

**EMPLOYMENT DECISIONS**

The Company's employment actions and decisions – including recruitment, hiring, promotion, compensation, demotion, transfer, layoff, termination and training – are made without regard to an employee's race, religion, color, sex, pregnancy, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, age, marital status, military or veteran status, medical condition, genetic information or disability (mental or physical). The Company complies with any federal, state or local law that provides for additional categories of protection.

See also the Disability Accommodation policy.

**HARASSMENT**

This policy also prohibits harassment based on any of these protected categories. See the Prohibition of Harassment policy for additional detail.

**COMPLAINTS**

Employees who believe they have been harassed or discriminated against, or are otherwise aware of a violation of this policy, should notify their supervisor, Unit Production Manager or Human Resources, or call the Company Guideline at (800) 699-4870. The Company will not tolerate retaliation against an employee who has made a good-faith complaint or has cooperated with an investigation into a complaint.

Any employee found to have violated this Equal Employment Opportunity policy will be subject to discipline, which may be termination.