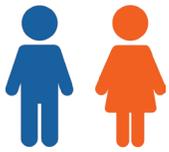


# HARASSMENT / HOSTILE WORK ENVIRONMENT POLICY

The company is committed to providing a work environment that is free of unlawful harassment, discrimination and retaliation and strictly prohibits all forms of unlawful discrimination and harassment.



## Who can be the harasser?

The harasser can be the victim's supervisor, a coworker, or someone who is not an employee of the employer, such as a client or customer. The victim and/or harasser can be a woman or a man, and the victim and harasser can be the same sex. **ANYONE!**



## When is a behavior considered harassment?

Harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision. **Remember it's all about how the other person feels.**



## What is Quid Pro Quo Harassment?

Unwelcome sexual advances or requests for sexual favors, and other verbal or physical conduct when: submission to such conduct is either an expressed or implied condition of an individual's employment or for job advancement. Essentially, this for that. You do this for me, and I'll do that for you.



## What is Hostile Work Environment Harassment?

Conduct that is unwelcome and harmful. Conduct that is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive

**If you observe or experience behavior that could be considered harassment or discrimination in any form, give feedback respectfully and ask others to STOP.**

**S** = State out loud what behavior you find offensive.

"When you touch me..."

**T** = Tell them how you feel using "I" statements.

"...I feel uncomfortable."

**O** = Offer a replacement behavior of how you would like to be treated.

"Please, don't touch me again."

**P** = Provide next steps of what will happen if the behavior continues.

"If you continue, I will report this"



Report all incidents you observe or experience. If you do not feel comfortable talking to the team member directly report to you leader. If you do not feel comfortable speaking to your leader, contact Helpside at (800) 748-5102.