



Harassment, Discrimination, and Retaliation

The Company strives to provide a work environment where all employees and contractors can work together comfortably and productively. Each individual has the right to work in a professional atmosphere that is free of discriminatory practices, including sexual and other forms of unlawful harassment. Unlawful harassment is unacceptable and will not be tolerated.

The Company prohibits harassment based on an individual's race, religion, color, sex (including gender identity and gender expression), age, marital status, national origin or ancestry, sexual orientation, genetic information, physical or mental disability, veteran status or any other characteristic protected by applicable local, state, or federal law. Our workplace is not limited to the Company's facilities, but may also include client and vendor facilities, as well as anywhere a business-related function is taking place. This policy applies to all persons involved in the operation of the Company and prohibits unlawful harassment by any employee of the Company, including supervisors and managers, as well as vendors, customers, contractors and any other person.

Unlawful harassment may include, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement, unwanted touching, directed at individual employees, their relatives, friends or associates. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the Company's premises or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified above.

Sexual Harassment – Zero Tolerance

Sexual harassment is a type of unlawful harassment. Sexual harassment is defined as unwelcome sexual conduct of any nature that creates an offensive or hostile work environment or unwelcome sexual conduct that is made as a condition of working at the Company. Sexual harassment, like other forms of unlawful harassment, will not be tolerated by the Company.

While sexual harassment can encompass a wide range of conduct, some examples of harassment include, but are not limited to:

- Promising, directly or indirectly, an employee a reward if the employee complies with a sexually-oriented request;
- Threatening, directly or indirectly, to retaliate against an employee if the employee refuses to comply with a sexually-oriented request;
- Denying, directly or indirectly, an employee an employment-related opportunity if the employee refuses to comply with a sexually-oriented request;
- Engaging in sexually suggestive physical contact or touching another employee in a way that is unwelcome;
- Displaying, storing or transmitting pornographic or sexually-oriented materials using the Company's equipment or facilities;
- Making sexual requests, comments, jokes, or slurs;
- Engaging in indecent exposure; or
- Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances.

Sexual harassment is not limited to conduct motivated by sexual attraction. All employees should treat each other with respect, dignity and professionalism.

Complaint Procedure

The Company requires all employees who believe they have been unlawfully discriminated against or harassed or who believe they have witnessed unlawful harassment to report all incidents regardless of the identity of the offender. An employee who believes he or she has been unlawfully harassed by any employee, contractor, vendor, client, or other business contact or guest of the Company, should immediately report the incident to his or her supervisor.

If the immediate supervisor is involved in the conduct or, for some other reason, the employee feels uncomfortable reporting to that supervisor, the employee should report directly to any member of Company management. Any employee who sees or hears about conduct that may constitute harassment under this policy should immediately contact their supervisor or any member of Company management. The Company requests that employees promptly report complaints so that appropriate action may be taken. The report should be specific and should include the names of the individuals involved, the names of any witnesses and any documentary evidence (e-mails, notes, etc.).



Harassment, Discrimination, and Retaliation (cont.)

It is the Company's policy to investigate all claims of discrimination and harassment thoroughly and promptly. To the fullest extent practicable and permissible, the Company will maintain the confidentiality of those involved. If an investigation confirms that discrimination or harassment has occurred, the Company will take corrective action commensurate with the severity of the offense, which may include disciplinary action, up to and including immediate termination of employment. Disciplinary action may be taken when an investigation reveals conduct on the part of an employee that does not rise to the level of unlawful discrimination, but is nevertheless inappropriate or unprofessional. Appropriate action may also be taken to deter future discrimination or misconduct. It is the responsibility of every employee to conscientiously follow the Company's policies prohibiting discrimination and harassment.

This policy includes but is not limited to discrimination and harassment by clients of Company employees. The Company does not tolerate unlawful discrimination or harassment of employees by clients. If a client discriminates against or harasses a Company employee, the employee should immediately report the discrimination and/or harassment as described in this policy. The Company will investigate the employee's complaint, and if the Company substantiates the employee's claim of discrimination or harassment by a client, the Company may take a range of remedial action involving the client, including but not limited to warnings to the client and termination of the Company's relationship with the client.

No Retaliation

The Company will not retaliate, nor will it tolerate retaliation, against employees who in good faith report unlawful discrimination or harassment in the workplace. The Company will investigate any such report and will take whatever corrective action is deemed appropriate, including disciplining or discharging any individual who is found to have violated these prohibitions against harassment and retaliation.

Employees are also encouraged to talk to supervisors, managers or other appropriate personnel, up to and including the CEO, about observed behavior that is believed to be illegal or unethical and, when in doubt, about the best course of action in a particular situation.

If for any reason the employee does not feel that it would be appropriate to report the complaint to his or her supervisor, the employee should immediately report it to any member of Company management or the CEO. 24Hr HomeCare prohibits retaliation against any employee for reporting incidents of unlawful harassment, discrimination or retaliation.