

EMPLOYEE RELATIONS

Policy Prohibiting Harassment

It is the policy of the Company to prohibit any form of sexual harassment. Improper interference with the ability of employees to perform their expected job duties will not be tolerated and should be reported to the appropriate supervisory personnel.

Under federal law and regulations, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute unlawful sexual harassment when either: (1) submission to such conduct is or becomes a term or condition of an individual's employment or is used as a basis for employment decisions relating in any way to that individual; (2) such conduct substantially interferes with an individual's work performance; or (3) such conduct creates an intimidating, hostile, or offensive working environment.

Other forms of unlawful harassment are also prohibited by this policy. Such harassment may include harassment based upon a person's race, national origin, religion, age or disability. Such forms of harassment may be reported pursuant to this policy.

Any employee found to have engaged in such conduct, or who condones such action on the part of subordinates, will be subject to appropriate disciplinary action up to and including termination of employment. An employee may also be subject to individual liability and penalties as a harasser.

Lactation Breaks

As of March 23, 2010, the Patient Protection and Affordable Care Act (a.k.a. the Health Care Reform Law) amended the Fair Labor Standards Act to require employers to provide lactation breaks to any qualified female employee.

Upon request, employees will be provided with a reasonable amount of break time for purposes of expressing breast milk for up to one year after the birth of a child. The employee will be provided with an appropriate space (such as an office or private area but not a bathroom) that is shielded from view and free from intrusion from co-workers and members of the public. Lactation breaks under this policy should, to the extent possible, run concurrently with any other break time available to the employee. To the extent additional time is needed, such additional time shall be unpaid. Employees should make arrangements with their supervisor.

Requests for Reasonable Accommodation

Based Upon a Physical or Mental Impairment

If you require an accommodation due to a serious physical or mental impairment, please contact [\[Contact Information\]](#). The Company will work with you to help assess whether your impairment can be reasonably accommodated, taking into account the Company's business needs, resources, your job description, and other relevant factors.

The goal is try to identify a reasonable accommodation that will enable you to perform the essential functions of your job or that of an available, vacant position in which you qualify without imposing an undue hardship on the Company. Therefore, the Company may ask for additional, supporting medical information or documentation from your health care provider in order to assess an accommodation request.

Based Upon Sincerely Held Religious Beliefs

If you require an accommodation for a sincerely held religious practice, please contact [Contact Information]. The Company will work with you to help assess whether your request can be reasonably accommodated, taking into account the Company's business needs, resources, your job description, and the other relevant factors. If the request imposes an undue hardship on the Company, the request for accommodation may not be provided.

Cooperation

Regardless of whether your accommodation request is based upon an impairment or religious practice, you have an obligation to assist the Company in assessing the reasonableness of your request. Failure to provide requested information or documents requested by the Company in order to assess your request may lead to your request for an accommodation being delayed or denied.

Complaint Procedure

If you experience any job-related harassment or have a related complaint, you should promptly report the matter to the [Contact Information]. The Company will undertake an investigation ensuring confidentiality to the greatest possible extent.

The Company expressly prohibits any form of retaliatory action against any employee availing themselves of the benefits of this procedure. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged, because of a good faith bringing or assisting in the investigation of sexual or other unlawful harassment.

Open Door Policy

Misunderstandings or conflicts can arise in any organization. If you have a question or a complaint or are bothered by a job-related situation, you should first speak with your immediate supervisor or manager. This is usually the best way to seek resolution of problems and is a matter of professional courtesy. If, however, the issue is not resolved, you are encouraged to bring your concern to the next level of management.

Should your concern not be satisfactorily addressed or be one that you would rather not discuss with your immediate supervisor or within your own department, you should contact the [Contact Information]. They will advise and counsel you on a wide range of issues, as well as clarify and answer questions regarding Human Resources policies, and are responsible for investigating all grievances brought to the Company's attention.

Personnel Information and Confidentiality

The Company recognizes and respects the information contained in employee records. Certain information about you as a member of the organization is essential for the Human Resources department and departments that affect payroll. Your family status, home address and telephone number must be correct and current. Be sure to tell the Human Resources department whenever this information changes.

In response to valid requests to verify employment, for business references, or for credit purposes, the company will release employment status, i.e., active or terminated, job title, and dates of employment. Additional information regarding employment will be released upon written authorization from the employee. Additional information may also be released pursuant to subpoena or other legal obligation.