**PROHIBITED HARASSMENT**

COMPANY maintains a strict policy prohibiting sexual harassment and harassment based on race, color, religion (including religious dress or grooming practices), sex, sexual orientation, gender identity, gender expression, national origin, ancestry, genetic information, genetic characteristics, age, marital status, physical or mental disability, medical condition, pregnancy, child birth or related medical conditions (including breastfeeding and medical conditions associated with breastfeeding), veteran status, military status, the employee's opposition to any violations of law or requests for reasonable accommodations, the employee’s association with someone protected by law, the employee’s participation in any proceeding conducted by the Department of Fair Employment and Housing or the federal Equal Employment Opportunity Commission, or any other basis protected by federal, state or local law, ordinance or regulation. The Company believes in and is committed to providing equal opportunity for all employees.

This policy applies to all persons involved in the operations of COMPANY and prohibits such harassment by any employee of the Company, including supervisors and co-workers. The policy is also in place to protect employees from prohibited harassment by third parties. Prohibited harassment may have occurred even if you have not lost a job or some other economic benefit. However, only harassment that unreasonably interferes with your work performance or creates an intimidating, hostile or offensive work environment is unlawful. Prohibited harassment will not be tolerated, whether or not it rises to the level of unlawful conduct. Conduct that is prohibited under this policy includes, but is not limited to:

* Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.
* Visual conduct such as derogatory posters, photography, cartoons, drawings, emails, internet sites or gestures.
* Physical conduct such as unwanted touching, blocking normal movement, or interfering with work directed at you because of your sex or any other prohibited basis.
* Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
* Other threats and demands based upon any other prohibited basis.
* Retaliation for opposing, reporting or threatening to report prohibited harassment, or for participating in an investigation, proceeding or hearing conducted by the Fair Employment and Housing Commission.

If you believe you are being harassed on the job because of race, color, religion (including religious dress or grooming practices), sex, sexual orientation, gender identity, gender expression, national origin, ancestry, genetic information, genetic characteristics, age, marital status, physical or mental disability, medical condition, pregnancy, child birth or related medical conditions (including breastfeeding and medical conditions associated with breastfeeding), veteran status, military status, opposition to any violations of law or requests for reasonable accommodations, association with someone protected by law, participation in any proceeding conducted by the Department of Fair Employment and Housing or the federal Equal Employment Opportunity Commission, or any other basis protected by federal, state or local law, ordinance or regulation, you should use the procedure outlined in this policy to file a complaint and have it investigated. Employees must report conduct prohibited by this policy whether or not they are personally involved.

You have a right to redress for prohibited harassment. In order to secure this right, provide a complaint, preferably in writing, to your own or any other Company supervisor or the COMPANY REPRESENTATIVE as soon as possible after any incident you feel is prohibited harassment. If you don’t wish to make your complaint in writing, make it orally. Your complaint should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. Supervisors must refer all complaints of prohibited harassment to the COMPANY REPRESENTATIVE. The COMPANY REPRESENTATIVE or his/her designee will undertake an investigation of the harassment allegations. This investigation will be completed and a determination regarding the harassment alleged will be made and communicated to you as soon as practical. Because of the seriousness of a complaint of prohibited harassment, any employee who makes or knowingly participates in a false complaint shall be subject to discipline.

If the COMPANY REPRESENTATIVE or his/her designee determines that prohibited harassment has occurred, COMPANY will take remedial action commensurate with the severity of the offense. Action will also be taken to deter any future harassment. Whatever action is taken against the harasser will be made known to you. COMPANY will not retaliate against you for filing a complaint and will not knowingly permit retaliation by anyone.

Complaints of unlawful harassment can be filed with the California Department of Fair Employment and Housing and/or the federal Equal Employment Opportunity Commission. These agencies may accept, investigate, prosecute, and remedy complaints. The telephone number for the nearest office of the Department of Fair Employment and Housing and other agency telephone numbers are listed in the telephone book.