

## Harassment Awareness

Your company and Tandem HR are committed to maintaining a discrimination and harassment-free work environment. We will not tolerate unlawful harassment of our employees by anyone, including any supervisor, co-worker, or third party.

### Please read the following information regarding harassment:

- Federal and State laws prohibit harassment based on sex, sexual orientation, national origin, religious preference, race, age, color, or veteran status
- Harassment is any verbal conduct, physical conduct, visual, print or electronic communications or data that belittles or shows hostility or aversion toward an individual because of sex, race, religion, color, national origin, age, veteran status or disability, or any other status protected by law
- Harassment creates an intimidating, hostile or offensive work environment, unreasonably interferes with an individual's work performance, and can adversely affect an individual's employment opportunities
- Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal conduct, physical conduct or visual, print or electronic communications or data of a sexual nature including:
  - ✓ Physical conduct that is sexual in nature
  - ✓ Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience
  - ✓ Repeated unwelcome requests for a date or romantic relationship
  - ✓ Displaying pictures, posters, calendars, graffiti, objects, promotional or reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic
  - ✓ Tangible employment action is when submission to conduct is required or implied as term or condition of employment or is basis for employment action.
  - ✓ A hostile work environment results from unwelcome conduct, generally of a sexual nature, that interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. It is the impact of a person's actions, not their intent, which creates hostile work environment
- It is considered harassment if a reasonable person would be offended, and if it is severe and pervasive. What may not be offensive to you may offend someone else. A third party can be offended by sexual conduct or others' communication
- All inquiries or complaints will be investigated promptly, thoroughly, and as confidentially as possible for the protection of all involved employees.
- There will be no retaliation against any employee who makes a good faith report, even if, after an investigation, it appears there has been no violation.
- If an investigation confirms that harassment in violation of this policy has occurred, the company will take appropriate corrective action, including discipline up to and including termination of employment.
- Persons who violate this policy also are subject to civil damages or criminal penalties.

I agree that I will immediately contact my supervisor or, if I would feel more comfortable doing so, my Tandem HR Representative, if I am subjected to or witness any of the following actions: Harassment because of race, religion, ancestry, citizenship status, color, sex, sexual orientation, age, national origin, veteran or military status; sexual harassment or any type of unwelcome conduct, whether verbal, physical or visual; quid pro quo; and/or a hostile work environment.

I agree that I have thoroughly read the above information about harassment. I understand that I am responsible for observing the policies and procedures this document describes. I further understand that violation of the above policies can result in termination of employment and/or civil damages or criminal penalties. I agree to discuss with my supervisor or Tandem HR Representative any areas of this document which are not clear or are of concern to me about my employment.

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Employee Name (print)

Employee Signature

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Date

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Tandem HR Representative (print)

Tandem HR Representative Signature

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Date