

THE PATE GROUP HARASSMENT POLICY

PROHIBITION OF HARASSMENT POLICY

It is the policy of The Pate Group that all employment and training relationships shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual's age, race, creed, color, national origin, sex, disability, or any other basis prohibited by applicable local, state, or federal law will not be tolerated at or by The Pate Group. Any employee who engages in harassment prohibited by this policy will be subject to discipline up to and including termination.

Prohibited harassment includes, but is not limited to, the following:

1. **Verbal harassment (oral or written)**, such as making a joke or comment that refers to a certain ethnic group, race, sex, nationality, age, disability, sexual preference, religion or belief, epithets, derogatory comments, vulgar or profane words and expressions, or slurs
2. **Physical harassment**, such as unwelcome touching, assault, blocking, impairing, or otherwise physically interfering with an individual's normal work or movement
3. **Visual harassment**, such as derogatory gestures, posters, cartoons, or drawings
4. **Sexual harassment**, such as unwelcome sexual advances or requests for sexual favors; verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, sexually suggestive comments or insulting sounds; graphic or verbal communications of a sexual nature about a person's anatomy; or displaying in the workplace sexually suggestive objects, posters, drawings, or pictures.

Note: The above descriptions of harassment are not intended as legal definitions. Whether conduct is unlawful harassment will depend on the law and the facts of each case.

REPORTING INCIDENTS OF HARASSMENT

Regular Employees

Any employee who believes that he or she has been subject to harassment by a supervisor, fellow employee, client, vendor, or any other person in connection with his or her employment by The Pate Group should immediately report the situation to his or her manager. If the complaint involves the employee's manager or if the employee for any reason would prefer not to discuss the matter with his or her manager, the employee should report the matter to the business office.

Temporary Employees

Any temporary employee who believes that he or she has been subject to harassment by a supervisor, fellow employee, client, vendor, or any other person in connection with his or her employment by The Pate Group should immediately report the situation to his or her placement counselor. If the complaint involves the employee's placement counselor or if the employee for any reason would prefer not to discuss the matter with his or her placement counselor, the temporary employee should report the matter to the business office. Always contact The Pate Group first, not the client. We are your employer and are better able to handle these situations.

RESPONSE TO COMPLAINTS

All complaints of harassment, whether written or oral, will be investigated promptly; appropriate corrective action will be taken where necessary. Any investigation of such complaints will be treated as confidentially as possible. No employee will be punished or suffer any adverse employment action as a result of bringing any harassment complaint to the attention of The Pate Group or for assisting in an investigation.

The scope of the investigation will naturally depend on the nature of the allegations, but we assure you it will be prompt and thorough. Once The Pate Group has reviewed all the pertinent information, The Pate Group will make a decision regarding the complaint and inform both the employee and the alleged harasser of The Pate Group's conclusions. If The Pate Group determines that an employee is guilty of unlawfully harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

Employees should be aware that if they do not exercise their rights under this policy, such failure may provide The Pate Group with an affirmative defense in any later proceedings. We encourage all employees to file a complaint in accordance with this policy if they believe they have been unlawfully harassed.

Please contact the business office if you have any questions about this policy.

I have read and understand the above policy.

(Employee/applicant's signature)

Date