



Harassment-Free Work Environment & No Retaliation

Your work environment should be safe, happy, and positive. If it's not, we want to know about it. One of the ways to keep the work atmosphere positive is ensuring there is no place for harassment. This policy explains what harassment is so you can identify it, and what to do if you think or know it's happening. If you see something, say something!

What's Harassment?

Harassment is verbal or physical conduct designed to threaten, intimidate, or coerce you and is unwanted and unwelcomed. Harassment can take on many forms—verbal, nonverbal, physical, and/or sexual conduct—or even bullying. If you're being treated in this manner, you don't have to tolerate it. You don't have to tolerate it just because we say so, but the federal and state governments prohibit it too! Any instance where you are exposed to this kind of behavior, we want to know about it! If you see something, say something!

Hostile Work Environment

Sometimes, unwanted or unwelcomed behavior continues and repeatedly occurs. When this happens, you're now in a "hostile work environment." We never want a situation to get to this point, but sometimes they do. Again, if you or someone you know is enduring behavior like this from a co-worker, vendor, or client, we want to know about it! If you see something, say something!

What Do You Do?

If you feel you've been subjected to this kind of behavior or if you believe someone else is being subjected to this kind of behavior, we want to know about it! If you see something, say something! (Notice a pattern here?)

Once a member of management knows about the issue, they'll be sure to get the problem to HR immediately. HR will take the appropriate steps to investigate the situation and draw it to conclusion as quickly as possible. Usually, HR strives to investigate and resolve these types of issues in 15 business days or fewer so that your happy work environment can be restored!

No Retaliation

Now that you know what harassment looks like and what to do about it, you shouldn't worry about reporting a potential problem. That's what a policy on *No Retaliation* is all about. Again, if you see something, say something—without any fear of a negative ramification!

If you think you are being retaliated against for reporting a potential violation or participating in an investigation, let a member of management or HR know right away. You won't have to confront the person you believe is retaliating against you, but we need to know about in order to resolve it. Remember, if you see something, say something!