

Bish's

Harassment Awareness Policy

NO DISCRIMINATION

Every qualified person has an equal opportunity for hire, assignment and advancement without regard for race, color, religion, sex, national origin, age (over 40), or disability as these are defined by law. All employees are expected to work in harmony with others.

NO HARASSMENT POLICY

Harassment has no place at work. It is against company policy and a violation of the law. It must be avoided and will not be tolerated by this company. Any harassment whether based on sex, race, color, religion, national origin, age (over 40) or disability is prohibited.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other offensive conduct that is either sexual in nature or directed at someone because of his or her gender. Sexual harassment can undermine the employment relationship by creating an intimidating, hostile or offensive work environment.

Harassment, whether sexual or based on the other protected classes listed above, may take many forms including but not limited to:

Verbal Conduct - such as epithets, derogatory jokes or comments, name calling, innuendos, demeaning slurs, or unwanted sexual advances;

Visual Conduct - such as leering, derogatory and/or sexually oriented posters, photography, cartoons, drawings, graffiti, electronic mail, or gestures;

Physical Conduct - such as assault, offensive touching, blocking of normal movement, or interfering with work; or

Threats or Demands - to submit to sexual requests as a condition of continued employment benefits.

Bish's will not tolerate any such conduct. Employees who violate this Policy are subject to discipline up to and including terminated. If you observe such conduct or believe it has happened to you, tell the harasser that the behavior is offensive and that you want it to stop. If you are unable to confront the harasser or are unsuccessful in convincing him or her to stop, immediately report the incident to management so the incident may be fairly investigated and any prompt remedial action needed may be taken.

We encourage employees to report incidents directly to their immediate supervisor, but any employee who is concerned or apprehensive may instead report any incident to the **General Manager or Owner**.

Reports of alleged harassment will be treated as discreetly and confidentially as possible. No employee will be retaliated against for lodging a complaint with management under this Policy. Any employee who believes he or she is being subjected to retaliation should promptly report this to one of the individuals listed above.