

Respect in the Workplace

We are committed to providing a safe and respectful work environment free from unlawful harassment, discrimination and retaliation. We will take all reasonable steps to maintain a workplace that fosters positive working relationships.

Overview

We prohibit any form of discrimination and harassment in the workplace, including harassment based on gender or any other personal characteristic protected under federal, state or local law. We are committed to taking all reasonable steps to prevent and address such behavior. Our commitment extends to all persons involved in our operations and prohibits unlawful discrimination and harassment by and against employees, interns, job applicants, contingent workers, vendors, others providing services in the workplace pursuant to a contract, clients, volunteers or visitors.

General Guidelines

Our policy prohibits discrimination, acts of harassment, and any other conduct that creates an intimidating, hostile, or offensive work environment, or unreasonably interferes with work performance, based on an individual's actual or perceived age, race, color, national origin, ancestry, gender (including pregnancy, childbirth or medical condition related to pregnancy or childbirth), gender identity or expression, attractiveness to a specific gender, religious creed, physical or mental disability, medical condition, genetic information, marital status, veteran status, military status, Civil Air Patrol status or any other characteristic protected by federal, state, or local law. We will not tolerate such conduct, regardless of whether it takes place on Company premises or off-site, including, but not limited to, on the internet and at Company-sponsored social events, business travel, training sessions or conferences.

For purposes of this policy, discrimination on the basis of "national origin" also includes discrimination against an individual because that person holds or presents a state driver's license issued specifically to those who cannot document their lawful presence in the United States. An employee's or job applicant's immigration status will not be considered for any employment purpose except as necessary to comply with federal, state or local law.

Employees and interns who violate this policy are subject to corrective action, up to and including termination. In addition to any corrective action we may take, up to and including termination of employment, offenders may also be personally liable, in the event of litigation, for damages and attorney's fees and other costs of litigation.

INAPPROPRIATE BEHAVIOR BASED ON AN INDIVIDUAL'S GENDER

We are committed to providing a work environment that is free from inappropriate behavior based on gender. We prohibit conduct that creates an intimidating, hostile, or offensive work environment, or unreasonably interferes with work performance, based on gender.

Inappropriate behavior based on gender means physical advances, requests for suggestive favors, and/or physical, verbal and non-verbal conduct or communication of a suggestive nature that is unwanted and unwelcome by the recipient. It includes: