



Sexual Harassment Policy

Sexual harassment is against the law. In order to comply with the law, TEAMWORKS has adopted this policy on sexual harassment.

Sexual harassment is any of the following:

- Verbal, physical, or visual conduct of a sexual nature which is unwelcome by an employee. Such conduct has the effect of unreasonably interfering with an individual's work performance, affects tangible job benefits, or creates an intimidating, hostile, or offensive work environment.
- Explicit, sexual propositions, sexual innuendoes, suggestive jokes, jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.
- Harassing, abusive, or antagonistic behavior towards another person based on gender.
- A time when submission to or rejection of such conduct is used as the basis for employment decisions.
- A time when submission to or rejection of such conduct is a condition of employment. Such a condition may be either spoken or implied.

I have read and understand the definition of sexual harassment and understand that any employee committing sexual harassment will be subject to disciplinary action or termination. TEAMWORKS will not retaliate against an employee who reports sexual harassment, and any employee who does retaliate will be subject to disciplinary action up to and including termination.

If you feel that you or anyone else has experienced sexual harassment, or that you have or anyone else has been discriminated against based on sex, religion, race, color, national origin, or disability, contact your Human Resources Representative, or a member of management.

Employee's Name (please print clearly)

Last Four Digits of Social Security Number

Employee's Signature

Date