

Harassment, Discrimination, and Retaliation Prevention Policy

The Company is committed to providing a work environment free of unlawful harassment. The Company's policy prohibits sexual harassment and harassment based on:

- Age (40 and over)
- Ancestry
- Color
- Religious creed (including religious dress and grooming practices)
- Denial of family and medical care leave
- Disability (mental and physical) including HIV and AIDS
- Marital status
- Medical condition (cancer and genetic characteristics)
- Genetic information
- Military and veteran status
- National origin (including language use restrictions)
- Race
- Sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth, and breastfeeding)
- Gender
- Gender identity
- Gender expression
- Sexual orientation

or any other basis protected by federal, state, or local law, ordinance or regulation. All such harassment is unlawful.

The Company's anti-harassment policy applies to all persons involved in the operation of the Company and prohibits unlawful harassment by or towards any employee of the Company, including coworkers, third parties, supervisors, managers, independent contractors, and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

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

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- Retaliation for reporting or threatening to report harassment.



If you believe that you have been unlawfully harassed, immediately notify your own supervisor, or Team Operations or any other Company supervisor as soon as possible after the incident. Supervisors will refer harassment complaints to Team Operations.

Your complaint, either verbal or in writing, should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. The Company will undertake a timely, effective, thorough, and objective investigation by qualified personnel of the harassment allegations that provides all parties appropriate due process and reaches a reasonable conclusion based on the evidence collected. The Company will provide a timely response to your complaint. The Company will endeavor to maintain the confidentiality of your complaint, to the extent possible; however, the investigation cannot be completely confidential.

If the Company determines that unlawful harassment or other misconduct has occurred, effective remedial action will be taken in accordance with the circumstances involved for resolution. The Company will endeavor to maintain documentation of the investigation, track the progress of the investigation and ensure timely closure of the complaint.

Any employee determined by the Company to be responsible for unlawful harassment or other misconduct under this policy will be subject to appropriate disciplinary action, up to and including termination. The Company will not retaliate against you for lodging a complaint or participating in a workplace investigation and will not tolerate or permit retaliation by management, employees or coworkers.

The Company encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, and, if you are located outside California, your local state fair employment agency, investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book and on the Internet.

Acknowledgment

By signing below, I acknowledge receipt of the Company Harassment, Discrimination, and Retaliation Prevention Policy, revised effective April 1, 2016. I understand that I am expected to comply with this policy throughout my relationship with Company. I understand and agree that I will comply with the complaint process set forth above in the event I experience harassment.

Dated: _____

Print Name: _____

Signature: _____