

# SEXUAL HARASSMENT POLICY STATEMENT

It is the policy of this company to prohibit sexual harassment in the workplace.

---

The Equal Employment Opportunity Commission (EEOC) has defined sexual harassment as any unwelcome act of a sexual nature (verbal or physical) if:

- it is used as a basis for employment decisions,
  - submission is a condition of employment,
  - it creates an environment or atmosphere that is intimidating, hostile, humiliating or offensive, or that interferes with an individual's productivity.
- 

Each employee in this company must be allowed to work in an environment that is free from unwelcome sexual overtones.

---

Sexual harassment in any form is against the law and will not be tolerated. Employees who feel that they are being so subjected should bring this matter to the attention of company supervision. Each supervisor is to bring all such complaints to management for action immediately and to take steps to prevent all such acts.

We ask all employees to support our efforts to foster an open and friendly work environment that is free of such inappropriate, intimidating pressures.

Eliminating the negative impact of sexual harassment will result in a more healthy and productive work environment for us all.

\_\_\_\_\_ (President's signature)