

Anti-Harassment and Anti-Discrimination Policy (Including Sexual Harassment)

Policy

Resource 1 is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, Resource 1 will not tolerate discrimination against or harassment of Resource 1's employees by anyone, including any supervisor, co-worker, vendor, customer, contractor, or other regular visitor of Resource 1. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, national origin, citizenship status, religion, sex, gender, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. Resource 1 will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to an employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual’s dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another’s body;
or
5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns.

Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of another employee who witnesses or overhears the conduct.

Investigation Procedures

All Resource 1 employees are responsible to help assure that we avoid harassment and discrimination. Any individual who believes that he or she has been subjected to harassment or discrimination as prohibited by this policy or who has witnessed harassment or discrimination should submit a complaint to Marcy Link, Human Resources Manager, within the Human Resources department in accordance with the following complaint procedures. Human Resources can be reached at 630-575-5140 or mlink@resource1.com If any manager, supervisor, or senior management receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint shall be immediately reported to Human Resources.

1. Any employee wishing to submit a complaint (i.e., the “complainant”) should submit a written statement to Marcy Link, Human Resources Manager, within the Human Resources department. The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. Employees may also submit complaints verbally but should follow-up the verbal report with a written statement.
2. Resource 1 will investigate allegations of harassment or discrimination and will take prompt, corrective action if it determines that harassment or discrimination has occurred in violation of this policy.
3. An employee who initiates a complaint of harassment or participates in an investigation of harassment will not be subject to any retaliatory action.
4. The complaint will be treated in a confidential manner to the extent feasible. Resource 1 will discipline employees, up to and including discharge, for any violation of the prohibitions against harassment, discrimination, and retaliation.