

ANTI-HARASSMENT POLICY

PURPOSE. Hilldrup strives to create a work environment that embraces the fair and ethical treatment of our employees, as well as our clients. Our Uncompromised Integrity value speaks to this. As such, Hilldrup does not tolerate workplace harassment in any form (physical, verbal, non-verbal; at work, in electronic communications and/or on social media). We are committed to providing an environment where all individuals (regardless of protected class status) are consistently treated with dignity and respect and are free from harassment, discrimination, intimidation, oppression, exploitation, bullying and retaliation.

This policy establishes guidelines for creating awareness about preventing, addressing and eliminating all forms of workplace discrimination, harassment and retaliation which distracts from Hilldrup's mission of being the best moving services company, period.

This policy also extends to employee interactions with contractual employees, vendors and clients.

All employees, regardless of their position and/or tenure with Hilldrup are expected to comply with this policy. Employees found to have violated this policy will be subject to disciplinary action up to and including termination of employment.

WORKPLACE DISCRIMINATION occurs when an employee is treated differently, or less favorably based on her/his protected class status. Classes protected by law include:

- age;
- color;
- disability status;
- ethnicity/national origin;
- FMLA usage;
- gender;
- genetic information;
- race;
- religion;
- military status or;
- any other characteristic protected by state or local laws (gender identity, marital status;
- sexual orientation, etc).

Behaviors exhibited towards another employee based on her/his protected class which could be classified as discrimination include:

1. Unfair treatment;
2. Harassment;
3. Denial of a reasonable workplace change that an employee needs because of her/his religious beliefs or disability;
4. Improper questions about, or disclosure of an employee's genetic and/or medical information and/or;
5. Retaliation

Workplace discrimination is prohibited by numerous federal, state and local laws including:

- The Equal Pay Act of 1963;
- Title VII of the Civil Rights Act of 1964;
- The Age Discrimination in Employment Act of 1967 ;
- The Pregnancy Discrimination Act of 1978;
- The Immigration Reform and Control Act of 1986;
- The Americans with Disabilities Act of 1990;
- The Family and Medical Leave Act of 1993;
- The Uniformed Services Employment and Reemployment Rights Act of 1994 and;
- The Consumer Credit Protection Act (CCPA)

Hilldrup takes all claims of discrimination seriously and encourages employees to share such concerns with a member of the Human Resources Team.

WORKPLACE HARASSMENT is defined as any form of unwelcomed verbal, nonverbal and/or physical conduct intended to threaten, intimidate or coerce an employee. Harassment may be classified as one severe incident OR a series of interactions, behaviors, gestures, comments, actions, etc. that establishes a pattern of harassing behavior.

Examples of verbal harassment include, but are not limited to:

- Making comments to an employee that are offensive and/or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance. This includes epithets, slurs and negative stereotyping, negative comments about political affiliation and/or other comments of a personal nature that are used to intimidate, to coerce and would generally make an employee feel uncomfortable;
- Raising voice and/or yelling at an employee;
- Making offensive comments to an employee or a group of employees about another employee or group of employees (may or may not be based on protected class status);
- Threatening an employee/client and/or her his property with intent to inflict harm;
- Sharing offensive jokes;
- Name-calling;
- Directing profane language at an employee with the purpose to offend and/or intimidate

Examples of non-verbal harassment include, but are not limited to:

- Distribution and/or display of any written or graphic material that ridicules, insults, sexualizes, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status;
- Invading an employee's personal space for the purpose of intimidating;
- Physical attacks to an employee (bumping, hitting, shoving, kicking, etc.);
- Damaging or destroying an employee's personal and/or company-assigned property;
- Exhibiting threatening behavior (slamming walls/doors/desks/counters, pointing finger in the face of an employee, shaking fists and/or other inappropriate gestures);
- Obstructing an employee's movement (ex. blocking them from leaving an office/work station/work area);

- Staring and/or leering at an employee with the intent to intimidate and/or create discomfort/fear.

WORKPLACE BULLYING is defined as a severe, one-time instance of OR the intentional, repeated, harmful mistreatment of one or more employees by another employee. The mistreatment (which may be verbal and/or physical) typically is categorized as: abusive, threatening, humiliating and/or intimidating and/or is meant to inflict emotional and/or psychological harm.

Examples of workplace bullying include, but are not limited to:

- Sabotaging an employee's work/work product;
- Slandering or ridiculing an employee or her/his family;
- Persistent name-calling;
- Making negative and/or offensive remarks about the employee;
- Having unwanted discussions with an employee about the employee's personal circumstance;
- Excluding an employee from meetings and/or group work-related activities in order to create a disadvantage for said employee;
- Denying access to required work-related information/resources;
- Excessively monitoring/criticizing employee's work.

People managers are expected and have the ability to effectively manage employees' work performance by: 1) holding employees responsible to the reasonable expectations of their job; 2) providing critical performance/behavioral feedback and/or; 3) disciplining employees for non-performance and/or behavioral issues. Such actions are not considered workplace bullying.

SEXUAL HARASSMENT is defined as a severe, one time incident of OR repeated, unwelcomed sexual advances, requests for sexual favors, verbal comments/jokes/stories and physical gestures when:

1. made explicitly or implicitly as a condition of employment and/or;
2. used as a basis for an employment decision and/or;
3. such behavior unreasonably interferes with an employee's work performance (or the Hilldrup/client working relationship) and/or;
4. creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment is non-gender specific. For example, a female employee can be found to have sexually harassed a female client. A male employee can be found to have sexually harassed a male employee who identifies as female. A male employee who identifies as female can be found to have sexually harassed a male employee.

TYPES OF SEXUAL HARASSMENT

1. **Quid Pro Quo** is form of sexual harassment that occurs when an employee who is in a position of power attempts to and/or implies that intimate and/or sexual favors are a condition of employment (hiring, promotion, transfer, merit/pay increase, access to training, etc.) and/or such favors are requested to prevent a negative consequence for the

employee (disciplinary action, demotion, pay cut, termination, denial of other company benefits/privileges, etc.)

2. **Hostile Work Environment** is created when behavior of a sexual nature (conversations, innuendos, offensive gender-related comments) reasonably interferes with an employee's work performance and/or creates an intimidating, hostile or abusive working atmosphere.

Examples of sexual harassment violations include, but are not limited to:

- Repeated, uninvited and unwanted purposeful physical contact and/or touching;
- Repeated and unwelcome sexual flirtations, gestures, stares/leers, advances and/or propositions;
- Demands for sexual favors in exchange for changes in compensation, transfers, promotions, work schedules, bonuses and/or any other matter that affects an the employee's employment;
- Comments and/or conversations of a sexual nature which can be overheard by others;
- Sexist remarks or derogatory comments and/or negative actions taken against an employee because of her/his gender, sexual orientation and/or gender identity/expression;
- Unwelcome sexual comments, jokes and/or stories;
- Sexual comments about an employee's appearance;
- Electronic communications (e-mail, text, chat, voicemail messages, etc.) of a sexual nature;
- Visiting pornographic internet sites and/or viewing images of a sexual nature on Hilldrup computers, tablets, cellphones and/or other electronic equipment;
- Displaying sexually suggestive objects and/or displaying and/or showing sexually suggestive images and/or pictures on Hilldrup properties.

Non-sexually suggestive comments/compliments, social relationships, language and/or actions that are courteous, respectful and appropriate that would be considered acceptable by a reasonable employee would not be categorized as harassment unless the "acting" employee previously has been informed that such language/comments/actions is/are unwelcomed.

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, HARASSED AND/OR MAY HAVE WITNESSED DISCRIMINATION/HARASSMENT. Hilldrup takes claims of harassment seriously and encourages employees to report claims in a timely manner. Employees who believe they have been victims of behavior/conduct that is prohibited by this policy or believe they have witnessed such behavior/conduct should share their concerns with a member of the Human Resources Team. Based on the allegations, Human Resources will determine appropriate next steps, including launching and leading an investigation.

RETALIATION. Hilldrup expressly forbids any form of retaliation towards employees who express concerns and/or file complaints of discrimination, workplace harassment, sexual harassment and/or workplace bullying. Hilldrup also forbids retaliation against witnesses who participate in investigations regarding discrimination, workplace harassment, sexual harassment and/or workplace bullying. Any employee (including members of management) who participate in retaliatory behavior violates Hilldrup's Uncompromised Integrity value and puts the organization at legal risk. As such, employees who are found to have retaliated against other employees who have expressed concerns, filed discrimination/harassment-related complaints or served as a witness in an investigation will be subject to disciplinary action up to and including termination of employment.

Retaliation is defined as taking an adverse action and/or punishing an employee who participates in legally protected activity, including filing claims of workplace discrimination bullying and/or harassment.

Examples of retaliation include, but are not limited to the *unwarranted*:

- Demotion or transfer of employee to a less desirable role;
- Reduction of pay or work hours or termination of employee's employment;
- Failure to promote, transfer or provide training opportunities;
- Withholding of and/or reduction of pay increases/bonuses;
- Reprimanding and/or issuance of disciplinary notices;
- Increase to employee's workload;
- Assignment of aggressive timelines;
- Decrease to employee's involvement in meetings/projects/work-related activities;
- Exclusion of employee from work-related and/or social interactions;
- Badgering of employee.

Other forms of harassment (including creating a hostile work environment and workplace bullying) previously listed in this policy could also be considered as retaliation.

REPORTING CLAIMS. If an employee who alleges discrimination, bullying or harassment and/or files a related claim and/or participates in a related investigation feels that s/he is the victim of retaliation, s/he should share her/his concerns with a member of the Human Resources Team immediately.

CONFIDENTIALITY. Reported allegations of discrimination, harassment, bullying and retaliation will be investigated thoroughly, promptly and impartially. Employees who bring forth complaints of discrimination, harassment and retaliation (as well as witnesses) are asked to maintain confidentiality to ensure an objective and fair outcome of any investigation. The Human Resources Team will share allegations of discrimination, harassment and retaliation with others on a "need-to-know" basis. Hilldrup expects all employees who have knowledge of discrimination, harassment and retaliation allegations resulting from investigation interviews to treat allegations as confidential. Breaching confidentiality of investigations may result in disciplinary action up to and including termination of employment.

INVESTIGATION OUTCOME. Based on the outcome of any investigation as well as precedent, the Human Resources Team will recommend appropriate action for employees who have violated this policy which may involve disciplinary action up to and including termination of employment.

FALSE CLAIMS. Employees should ensure that claims of discrimination, bullying, harassment and/or retaliation are based on their own experiences and/or observations and not hearsay. Employees who *knowingly* allege false and malicious claims of discrimination, bullying, harassment or retaliation will be subject to disciplinary action up to and including termination of employment.

COMPLIANCE TRAINING. To ensure the all employees understand and adhere to behavioral expectations set forth in this policy and, in our effort to establish and maintain a work environment that is free of discrimination, harassment and retaliation, all employees will be required to complete on-line or in-person annual compliance training. Failure to complete this mandatory training or to complete it prior to prescribed deadlines could lead to disciplinary action up to and including termination of employment.