

## **ABC Transit Harassment Prevention Policy**

ABC Transit is committed to a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability or any other basis protected by federal, state or local laws.

In an effort to prevent such illegal harassment or discrimination from occurring, we will communicate this policy to every employee. No employee of this company is exempt from this policy.

Examples of misconduct, discrimination or harassment based on race, religion, age, sex, national origin, disability or any other legally protected status is considered a form of employee misconduct.

Examples of such misconduct may include, but are not necessarily limited to:

- A request or demand for sexual favors accompanied by a threat concerning an individual's employment status or a promise of preferential treatment;
- Unnecessary and unwelcome touching of an individual, for example patting, pinching, hugging, or repeatedly brushing against another individual's body; or
- Offensive jokes, comments, slurs, e-mail, memos, faxes, posters, cartoons, or gestures.

Disciplinary action, up to and including termination, may be taken against any employee engaging in this type of behavior. Disciplinary action may also be taken against any employee who in bad faith makes a false or dishonest claim of harassment or discrimination. Any supervisor or manager who has knowledge of such behavior yet fails to take appropriate action is also subject to discipline.

Reporting Complaints: any employee who believes he or she is being discriminated against or harassed based on any of the grounds stated above should report it immediately to his or her direct supervisor or to the Human Resources Department. The company will investigate the complaint, make a written determination of its conclusion and, when appropriate, prepare a plan of action to correct the problem and prevent its reoccurrence. The company shall inform the complaining employee of its determination.

Non-Retaliation; under no circumstances will an employee be penalized for reporting what the employee believes in good faith to be harassment under this policy. If you believe that you are being retaliated against for bring a complaint of harassment or discrimination, you should report such conduct immediately to your direct supervisor or to the Human Resources Department. Any employee, supervisor or manager who retaliates against an employee for making a complaint shall be subject to disciplinary action up to and including termination.