

Section Name: CORPORATE POLICIES – EMPLOYEES
Section No: 2
Policy No: 2.8

Date: 04/12
Supersedes: 08/04

Subject HARASSMENT AND VIOLENCE-FREE WORKPLACE

The Company encourages and supports teamwork and mutual respect among all employees and is committed to providing a work environment where all employees are treated with respect, courtesy and dignity.

The Company maintains a "zero tolerance" policy against all forms of harassment involving a protected category under applicable Federal, state or local law, including but not limited to sexual harassment, threats in the workplace, and violence in the workplace.

Violations of this policy shall result in prompt and appropriate preventive and/or remedial action, up to and including termination of any violator's employment.

PROCEDURE

1. Any employee who believes that he/she is being harassed in violation of this policy or who observes such conduct, is obligated report the matter promptly. An employee may, but is not required to, tell the offending individual to stop. Additionally, or in the alternative, an employee who is being harassed or witnesses harassing behavior may report it in several ways: (a) to any member of Human Resources; (b) to any member of the Law Department; (c) to any member of management, although employees are strongly encouraged to report such matters to a manager whose job position in the Company is senior (i.e., at a higher job level) to the employee making the report; or (d) to the Business Conduct GuideLine, which also allows for anonymous reporting.
2. Any employee who becomes aware of a situation that poses a risk of violence in the workplace should report the situation immediately to his/her immediate supervisor, Human Resources, and/or local law enforcement authorities, as appropriate.
3. Human Resources departments shall familiarize themselves with U.S. Human Resources Policy 3.6, which defines sexual harassment, outlines the Company's zero tolerance policy towards harassment, and sets forth complaint and investigation procedures.
4. Human Resources departments shall familiarize themselves with U.S. Human Resources Policy 3.7, which outlines the Company's zero tolerance policy towards threats and violence in the workplace, and sets forth training and preparedness guidelines.
5. Human Resources departments shall provide appropriate training regarding harassment and violence prevention, in accordance with training guidelines established in U.S. Human Resources Policies 3.6 and 3.7.
6. Human Resources departments shall investigate all claims of alleged harassment promptly, thoroughly and confidentially, and shall take appropriate preventive and/or remedial action in accordance with the procedures set forth in U.S. Human Resources Policy 3.6.
7. Each work site shall maintain a security team for addressing threats and violence in the workplace. Human Resources departments shall work together with security team members to develop a plan for dealing with issues in accordance with the guidelines set forth in U.S. Human Resources Policy 3.7.

Updates:

Human Resources

References:

Corporate Policy:

2.1, Equal Employment Opportunity and Affirmative Action

U.S. Human Resources Policy:

3.6, Sexual Harassment

U.S. Human Resources Policy:

3.7, Threat Management and Violence Prevention

Related Topics

Section Name	Policy No	Subject
CORPORATE POLICIES – EMPLOYEES	2.1	Equal Employment Opportunity and Affirmative Action