

## **H & H STAFFING SERVICES, INC. HARASSMENT POLICY**

### **Prohibition of Harassment Policy**

It is the policy of H&H Staffing Services, Inc. that all employment and training relationships shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual's age, race, creed, color, national origin, sex, disability, or any other basis prohibited by applicable local, state, or federal law will not be tolerated at or by H&H Staffing Services. Any employee who engages in harassment prohibited by this policy will be subject to discipline up to and including termination.

Prohibited harassment includes, but is not limited to, the following:

1. **Verbal harassment (oral or written)**, such as making a joke or comment that refers to a certain ethnic group, race, sex, nationality, age, disability, sexual preference, religion or belief; epithets; derogatory comments; vulgar or profane words and expressions; or slurs
2. **Physical harassment**, such as unwelcome touching; assault; blocking, impairing, or otherwise physically interfering with an individual's normal work or movement
3. **Visual harassment**, such as derogatory gestures, posters, cartoons, or drawings
4. **Sexual harassment**, such as unwelcome sexual advances or requests for sexual favors; verbal, visual, or physical conduct of a sexual nature, such as name calling, obscene jokes, sexually suggestive comments or insulting sounds; graphic or verbal communications of a sexual nature about a person's anatomy; or displaying in the workplace sexually suggestive objects, posters, drawings, or pictures.

### **Reporting Incidents Of Harassment**

Any employee of H&H Staffing Services who believes that he or she has been subject to harassment by a supervisor, fellow employee, client, vendor, or any other person in connection with his or her employment by H&H Staffing Services should immediately report the situation to his or her placement counselor. If the complaint involves the employee's placement counselor or if the employee for any reason would prefer not to discuss the matter with his or her placement counselor, the employee should report the matter to Mike Kaine or Debbie Storey of H&H Staffing Services, Inc. Always contact H&H Staffing Services first, not the client. We are your employer and are better able to handle these situations.

## **Response to Complaints**

All complaints of harassment, whether written or oral, will be investigated promptly; appropriate corrective action will be taken where necessary. Any investigation of such complaints will be treated as confidentially as possible. No employee will be punished or suffer any adverse employment action as a result of bringing any harassment complaint to the attention of H&H Staffing Services for assisting in an investigation.

The scope of the investigation will naturally depend on the nature of the allegations, but we assure you it will be prompt and thorough. Once H&H Staffing Services has reviewed all the pertinent information, H&H Staffing Services will make a decision regarding the complaint and inform both the employee and the alleged harasser of H&H Staffing Services' conclusions. If H&H Staffing Services determines that an employee is guilty of unlawfully harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

Employees should be aware that if they do not exercise their rights under this policy, such failure may provide H&H Staffing Services with an affirmative defense in any later proceedings. We encourage all employees to file a complainant in accordance with this policy if they believe they have been unlawfully harassed.

Please contact H&H Staffing Services if you have any questions about this policy.

**I have read the above policy and have viewed the “Workplace Harassment” video provided by H&H Staffing Services, Inc.**

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Employee/Applicant's Name

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Employee/Applicant's Signature

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Date