

Shannon Staffing, Inc. (SSI) is committed to maintaining a working environment for all staff and temporary employees that is fair, humane, and responsible. Harassment, sexual or otherwise, subverts the mission and offends the integrity of SSI. It is reprehensible and is not tolerated by SSI.

Harassment is a form of unlawful discrimination that includes all types of physical or verbal conduct which shows hostility toward any person because of that person's race, color, sex, national origin, religion, age, disability, or other protected status. It is a violation of SSI policy for any employee to discriminate against or harass another whether it occurs in person, in writing, by telephone, facsimile, email, via the Internet or through any other means of communication. Harassment is made unlawful by Title VII of the Civil Rights Act of 1964 and Ohio's Fair Employment Practice Law (OFEP).

### Prohibition

Employees of Shannon Staffing, Inc. shall not engage in any form of harassment on the basis of a protected class. Persons who do so are subject to disciplinary action, up to and including discharge for employees.

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, assaulting, blocking, impairing or otherwise physically interfering with an individual's work or movement
3. **Visual harassment**, such as derogatory gestures, posters, cartoons, e-mails or drawings
4. **Sexual Harassment**, means unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when:
  - submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment; or
  - submission to or rejection of such behavior is used as a basis for a decision affecting an individual's employment; or
  - such behavior is so severe, persistent, or pervasive that a reasonable person would find that it:
    - alters the terms or conditions of a person's employment, or
    - unreasonably interferes with an individual's work or performance, thus creating a hostile or abusive working environment.

### Seeking Information on Workplace Harassment

An employee who seeks information regarding workplace harassment and this Policy may contact:

- the General Manager
- the Risk Manager

Employment Specialists who need help in applying this Policy should contact the above listed individuals.

### Reporting Workplace Harassment

- Any person employed by SSI who believes that he/she is a victim of some form of workplace harassment should report the incident immediately, orally or in writing, to a Shannon Staffing Employment Specialist.
- If the alleged harasser is the Employment Specialist or the employee for any reason would prefer not to discuss the matter with the Employment Specialist, the complaint should be made, orally or in writing, to the General Manager or the Risk Manager.
- If the alleged harasser is the General Manager or the Risk Manager, the complaint should be made to the President of SSI.
- Always contact SSI first, not the client. SSI is your employer and is better able to handle these situations.
- SSI will take prompt, effective action to end any workplace harassment, prevent its reoccurrence and, as appropriate, remedy its effects.
- Before, during and after the investigation, SSI will take all necessary steps to protect the victim from additional harassment.

For SSI to most effectively investigate and respond to the alleged workplace harassment, the complaint should be made as promptly as possible after the alleged harassment occurs. It should be noted that even if no formal complaint is filed, SSI has a duty to investigate all concerns of workplace harassment, regardless of the complainant's cooperation, to the extent that it is able to do so without cooperation.

Each complaint of workplace harassment must be evaluated with reference to the pertinent circumstances. On occasion, a complaint will be resolved informally. Other complaints will result in investigations, including interviews and the review of documentary material. Both the complainant and the alleged harasser will be notified of the outcome of an investigation. If an investigation results in a determination that workplace harassment has occurred, SSI will take remedial, including, where appropriate, disciplinary action, up to and including termination.

### Confidentiality

To the extent permitted by law, the confidentiality of all persons involved in a workplace harassment investigation or complaint will be observed, except insofar as information needs to be disclosed so that SSI may effectively investigate the matter or take corrective measures.

### Retaliation

Retaliation against anyone who reports workplace harassment is prohibited. SSI prohibits retaliation against anyone reporting or cooperating in the investigation of a workplace harassment complaint, and a strong responsive action will be taken if retaliation occurs. Employees will not suffer any adverse consequences as a result of reporting workplace harassment in good faith. If a complainant or witness believes that she or he is being subjected to retaliation, she or he should promptly contact the General Manager or Risk Manager.

### False Complaints

Any employee of SSI who knowingly files a false complaint of workplace harassment, or who knowingly provides false information to or intentionally misleads SSI management investigating a complaint of alleged workplace harassment, is subject to disciplinary action, up to and including discharge.

**I, \_\_\_\_\_, have read and understand Shannon Staffing, Inc.'s policy on Workplace Harassment. By my signature below I acknowledge that I have received a copy of Shannon Staffing, Inc's Workplace Harassment Prevention Policy and understand it.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SSI Signature

\_\_\_\_\_  
Date