



## Harassment, Discrimination and Retaliation Policy

Innovative Employee Solutions (IES) is committed to providing a work environment that enhances productivity and is free of discrimination in the application of any assignment, policy, practice or regulation. IES does not tolerate verbal or physical conduct that harasses, disrupts, or interferes with an individual's work performance or which creates an intimidating or hostile environment.

IES will not permit the discrimination or harassment of employees based on any legally protected status under federal, state, or municipal law, which includes: Race, Religion, Religious Garments, Creed, Sex/Gender (including pregnancy, childbirth, breastfeeding and/or related medical conditions), Color, National Origin, Age, Ancestry, Gender Identity/Expression, Sexual Orientation, Transgender Status, Military/Veteran Status, Physical/Mental Disability, Medical Condition, Marital Status, Request for Leave, Domestic Violence Victims, Caregiver Status, or any other classification protected by law.

Specifically, IES will not refuse to hire, employ or select for training programs leading to employment; bar or discharge from employment or training programs leading to employment; or discriminate in compensation or terms, conditions and privileges of employment. IES will also not discriminate against employees or applicants who are perceived to belong to these protected status categories or are associated with persons who belong or are perceived to belong to such categories. IES will not discriminate in interviewing or recruiting.

This policy applies to all persons involved in the operation of IES and prohibits harassment and illegal discrimination by any contractor or employee of IES, including supervisors, coworkers, interns, volunteers and any other person, including outside vendors, consultants or customers.

Prohibited behavior includes, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally impeding or blocking movement, or physically interfering with normal work or movement because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition or continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and,
- Retaliation for reporting or threatening to report harassment or discrimination, or being involved in a related investigation

Harassment includes any of the above conduct, directed to a person of the same or opposite sex, either verbal or physical, where submission to the conduct is a term or condition of employment, submission to or rejection of the conduct is used as a basis for employment-related decisions, or such conduct interferes with an individual's work performance.

Harassment does not refer to conduct of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that therefore, interferes with work effectiveness.

Further, IES does not tolerate abusive conduct in any form. Abusive conduct means malicious conduct of an employee or employer that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance.

If you believe that you have been subject to any form of harassment, it is important that you report the harassment to the IES Human Resources Department and to the Human Resources Department at your assignment location as soon as possible after the incident. If possible, please provide written details of the incident or incidents, names of individuals involved and names of any witnesses. You do not need to report the conduct to the person whom you believe harassed you. Supervisors and managers who receive complaints or who observe harassing conduct should immediately inform IES Human Resources so that an investigation may be initiated. IES will immediately undertake a timely, thorough, impartial, and objective investigation of the harassment allegations, which will be kept confidential to the extent possible. IES will track its progress to ensure appropriate due process and a timely, reasonable conclusion based on the evidence collected. You should cooperate in the investigation. There will be no retaliation against you for cooperating in or being a part of an investigation.

IES encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You may make a complaint either verbally or in writing to IES Human Resources or to your IES contact. Supervisory personnel are required to report any complaint of misconduct immediately to Human Resources so that IES can try to resolve the claim internally.

If IES determines that harassment in violation of this policy or the law has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by IES to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. An IES representative will advise all parties concerned of the results of the investigation.

Any incidents of further harassment or retaliation should be reported immediately.

IES will not retaliate against individuals for filing a complaint or participating in an investigation and will not tolerate or permit retaliation by management, employees or co-workers. It is unlawful for an employer to demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making employment decisions, fail to treat impartially in the context of any recommendations for subsequent employment which the employer entity may make, adversely affect working conditions or otherwise deny any employment benefit to an individual because that individual has opposed practices prohibited by the California Fair Employment and Housing Act or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing conducted by the EEOC or DFEH. If you believe that you have been retaliated against, you should submit a written complaint to Human Resources as soon as possible after the incident.

We ask for the opportunity to work with you through IES's internal complaint process, but you may also contact either the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH) to report unlawful harassment or discrimination. The EEOC and DFEH serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes. For more information, contact IES Human Resources, or you may contact the nearest EEOC or DFEH office (<http://www.dfeh.ca.gov/>).

Although IES is not present at the workplace, we stand by our moral, ethical and legal obligation to provide each of our employees a work environment free from discrimination, harassment or other risks. Anytime you have a concern, question or change regarding your assignment, call us immediately.

## Acknowledgement

I have received and read a copy of IES's Harassment, Discrimination and Retaliation Policy. If I have any questions, I should contact IES Human Resources at 858-715-5100.

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Employee Name (Please Print)

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Employee Signature

Date