

POLICY AGAINST HARASSMENT

We, _____ (hereby referred to as "COMPANY") do not tolerate harassment of any of our employees, customers or Hospitality Services, vendors, or suppliers. Any form of harassment which violates federal, state or local law, including, but not limited to harassment related to an individual's race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition (cancer related or HIV/AIDS related), handicap or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes the term "harassment," includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct.

In addition to the above listed conduct, "sexual harassment" can also include the following examples of unacceptable behavior:

- Unwanted sexual advances
- Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity
- Visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances, propositions or requests
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct, such as touching, assault, impeding or blocking movements.

If you have any questions about what constitutes harassing behavior, ask your supervisor, or another management official.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination of employment.

If you feel that another employee is harassing you, you should immediately notify your supervisor. **If you do not feel that the matter can be discussed with your supervisors, you should contact: Human Resource Manager at (NUMBER) to discuss your complaint.** You may be assured that you will not be penalized in any way for reporting a harassment problem.

All complaints of harassment, which are reported to management, will be investigated as promptly as possible and corrective action will be taken where warranted. COMPANY prohibits employees from hindering our own internal investigations and our internal complaint procedures. All complaints of harassment, which are reported to management, will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation

Harassment of employees in connection with their work by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who

observes harassment of an employee by a non-employee should report such harassment to his or her supervisor or to Human Resources. Appropriate action will be taken against violation of this policy by any non-employee.

Harassment of our customers or employees of our customers, vendors, or suppliers by our employees is also strictly prohibited. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination of employment.

Your notification of the problem is essential to the COMPANY. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take whatever steps are necessary to correct the problem.

If management finds that an employee has violated COMPANY policy, appropriate disciplinary action will be taken, up to and including immediate termination.

Employee Signature

Date