



## Workplace Harassment/Involvement Policy

Epitec, Inc. ("Epitec") fosters a work environment where each employee has the right to be free from harassment because of race, religion, creed, national origin, ancestry, sex (including pregnancy), gender (including gender expression, nonconformity, or status as a transgender or transsexual individual), age, physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. Epitec also prohibits harassment based on the perception that anyone has any of these characteristics or is associated with a person who has or is perceived as having any of these characteristics. Accordingly, Epitec's Harassment and Involvement policy in the employee handbook makes clear that Epitec has zero-tolerance for any harassment, including sexual harassment. Sexual harassment is defined as:

A request or demand for sexual favors when compliance is expressly or implicitly made a condition of employment. For example, a demand that an employee engage in sexual conduct or be discharged or demoted and/or not be considered for or receive a promotion, pay raise, or other term of employment.

An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, the telling of sexual stories, to the extent that such behavior unreasonably interferes with any individual's work performance or which creates an intimidating, hostile, or offensive working environment.

Sexual harassment can come from superiors, fellow employees, or customers. Men, as well as women, can be victims of sexual harassment. Epitec cannot stress enough that it will not tolerate any form of workplace harassment. If an employee feels that he or she is being subjected to workplace harassment, or witnesses any such harassment, the employee must report it. The employee should follow the grievance procedure as outlined in the "Grievance" section of the Corporate Employee Handbook or notify their supervisor or the employee care team. No employee will be punished in any way for making a report of harassment. Management will investigate the matter, and if the allegation is sustained, the responsible employee will be disciplined.

Although sexual harassment relates to conduct which is unwelcome, as we all know, what may appear to be welcome initially may be claimed later to have been unwanted, or it may have been submitted to because it was felt that a job or a promotion depended upon submissions. In addition, even welcomed sexual or romantic involvement between a supervisor and a subordinate impairs the supervisor's ability to evaluate that subordinate fairly and raises questions of objectivity. Sexual or romantic involvement between subordinates also can raise questions about objectivity and generally interferes with the operation of the business. For these reasons, Epitec discourages sexual or romantic involvement between supervisors and their subordinates or between subordinates, even where this conduct appears to be welcomed by both parties.

I have read and agree to Epitec's Workplace Harassment/Involvement Policy.

Signature

Name

Date

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