

NON-HARASSMENT POLICY

All employees are responsible for ensuring that the workplace is free from harassment. The Company expects its employees to treat each other with respect and it will not tolerate offensive or demeaning behavior at work.

Harassment is an illegal form of discrimination if it is directed at a person based upon his or her race, color, religion, age, sex, national origin, or disability. Harassment is defined as including unwanted, deliberate, or repeated unsolicited comments, slurs, demeaning references, gestures, graphic materials, physical contact, solicitation of favors, advances, or other adverse treatment that creates for another employee an offensive work environment or interferes with his or her ability to perform their job.

If you believe that you or any other employee is being harassed by a co-employee, vendor or any outside third-party at the workplace, you should promptly take the following steps:

1. If you are the victim of the harassment and feel comfortable doing so, politely but firmly confront whoever is doing the harassing. State your feelings about the actions and request that the person cease the harassment.
2. If the harassment is observed by you against a co-employee, is directed toward you and continues after you have confronted the harasser, or if you feel uncomfortable confronting the problem with the harasser directly, then you should notify _____ [usually I put Human Resource Director here because they are more trained to handle such complaints]. In the alternative, if the _____ [Human Resource Director] is the person doing the harassing, notify _____ [put President or V.P. here].
3. All harassment complaints will be taken seriously. An investigation will promptly be conducted and based on the results of its investigation; the Company will take any necessary corrective action. The further action may include disciplinary measures up to and including termination of the harasser. To the extent possible, the investigation will be handled as confidentially as possible. However, in order to do a thorough investigation the alleged harasser and those employees in "need to know" positions will be advised of, and may be asked to participate in, the investigation.

The Company assures you that no adverse action will be taken against you for complaining of harassment or by participating in any harassment investigation.

ACKNOWLEDGEMENT OF RECEIPT:

By: _____
Employee's signature

_____ Date

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Source: Elizabeth G. Russell, JD, Partner, Kreig DeVault in Indianapolis, IN. *This prototype policy should not be construed as legal advice or legal opinion on any specific facts or circumstances. The contents are intended for general informational purposes only, and you are urged to consult your own lawyer on any specific legal questions you might have concerning your situation.*