

Antidiscrimination and Harassment

Inappropriate and unacceptable behaviors are defined as negative and aggressive acts aimed at one or more individuals and causing them to feel hurt, embarrassed, incompetent, disrespected, anxious, or depressed.

Without compiling an exhaustive list, below are examples of conduct which violate this policy if unwelcome:

- **EXCESSIVE YELLING, USE OF FOUL LANGUAGE, CRITICIZING, OR TALKING DOWN TO OTHERS IN FRONT OF A GROUP, USING A HARSH TONE OF VOICE**
- **SOCIAL EXCLUSION OR OSTRACISM, IGNORING OTHERS, SILENT TREATMENT**
- **TREATING SOME LESS FAVORABLE THAN OTHERS OR NOT BEING CONSISTENT WITH DISCIPLINE**
- **PROMISING (IMPLICITLY OR EXPLICITLY) A BENEFIT OR OTHER EMPLOYMENT REWARD SUCH AS A CERTAIN SALARY OR PROMOTION IN RETURN FOR SEXUAL FAVORS OR THE ESTABLISHMENT OR CONTINUANCE OF A SEXUAL RELATIONSHIP**
- **THREATENING THE LOSS OF A BENEFIT OR EMPLOYMENT REWARD FOR REFUSING SEXUAL FAVORS OR REJECTING A SEXUAL RELATIONSHIP**
- **MAKING SEXUAL OR DEROGATORY GESTURES (SUCH AS LEERING, WHISTLING OR STALKING) OR UTTERING SEXUAL OR DEROGATORY JOKES, EPITHETS OR INNUENDO (SUCH AS COMMENTS ABOUT SOMEONE'S SEXUAL PROWESS OR SEXUAL DEFICIENCIES, QUESTIONS ABOUT SOMEONE'S SEXUAL CONDUCT OR PREFERENCES) OR COMMENTS, JOKES, OR GESTURES ABOUT A PERSON'S MEMBERSHIP IN OR AFFILIATION WITH MEMBERS OF A PROTECTED CATEGORY UNDER FEDERAL, STATE, OR LOCAL LAW REMARKS**
- **UNWELCOMED PHYSICAL CONTACT OR VIOLATING SOMEONE'S PERSONAL SPACE**
- **USING COMPANY PROPERTY, INCLUDING BUT NOT LIMITED TO BULLETIN BOARDS, COMPUTERS, ELECTRONIC COMMUNICATION SYSTEMS, DOCUMENTS, E-MAIL, OR CELLPHONE, FOR PURPOSES OF A SEXUAL OR DISCRIMINATORY JOKE OR EPITHET (SUCH AS SEXUALLY SUGGESTIVE OBJECT, PICTURE, CARTOON OR POSTER INCLUDING THE USE OF FOUL OR OBSCENE LANGUAGE)**
- **MAKE REPEATED UNWELCOME REQUESTS FOR DATES OR UNWANTED SEXUAL PROPOSITION**
- **RELIGIOUS, POLITICAL, SEXUAL ORIENTATION, GENDER IDENTITY, ETHNIC OR RACIAL EPITHETS, SLURS, OR NEGATIVE STEREOTYPING**
- **THREATENING, INTIMIDATING, OR HOSTILE ACTS, INCLUDING ACTS PURPORTED TO BE JOKES OR PRANKS**

Any of the above behavior includes those using electronic media, including but not limited to blogs, text messages, emails, social networking sites, message boards, and/or instant messaging. Individuals should also be mindful of their conduct on social media sites and should not post anything about their co-workers or colleagues that may violate this policy.

Any associate who engages in conduct prohibited by this policy may be subject to disciplinary action, including termination of employment.