

# On-Line Systems, Inc.

*People • Processes • Technology.*

3174 Berlin Turnpike #1069

Newington, CT 06111

## Harassment-Free Workplace

On-Line Systems is committed to providing a work environment based on mutual respect and teamwork. That means a work environment free of harassment.

### Harassment is Prohibited

On-Line Systems defines *harassment* as behavior or comments that create a hostile work environment for another person because of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws.

Verbal, physical, sexual, written, digital, electronically-delivered, or any other form of harassment that belittles or demeans any individual on the basis of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws is also strictly prohibited.

Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with a person's work performance or experience or creating an environment that is hostile, intimidating or offensive.

Sexual advances; requests or demands for sexual favors; physical conduct of a sexual or harassing nature; jokes based on a person's race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws; and other abusive or harassing language or conduct that is meant to intimidate or that negatively impacts a person's work environment is strictly prohibited.

### Harassment-Free Workplace

On-Line Systems does not tolerate and expressly prohibits harassment by any means (verbal, physical, sexual, written, electronically-delivered or otherwise) that creates a hostile or intolerable working environment for any employee, applicant, intern, associate, contractor, vendor, or client because of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, sexual orientation, gender expression or identity or any other status or condition protected by applicable federal, state or local laws.

This policy applies to every person in the workplace and everyone who participates in work-sponsored activities no matter his or her authority, position or classification.

## **Reporting Harassment**

If you believe you have been harassed or if you know of, or suspect, harassment of another employee or workplace participant, you must report it immediately to On-Line Systems Human Resources personnel or your On-Line account manager, regardless of the accused's identity or position.

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to the President.

Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience wrongdoing, like harassment, you must make a reasonable effort to make the wrongdoing known to those listed above as soon as you experience or discover it. Discussing or reporting acts of harassment to any person not listed above does not constitute a report.

## **Retaliation Prohibited**

Retaliation can include, but is not limited to, harassment, discrimination, or any other unfair treatment or abuse of power. On-Line Systems prohibits retaliation of any kind against those who, in good faith, report harassment or who assist in the investigation of a report of harassment.

Any employee or workplace participant who retaliates against another for making a good faith report of a violation of this policy or for assisting in an investigation of a report of a violation of this policy, is subject to discipline or termination.

If you believe you have been subjected to retaliation, or if you know of, or suspect, retaliation against another, for reporting a violation of this policy or for participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above, regardless of the accused's identity or position. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but you must report it as soon as you experience or discover it. Discussing or reporting acts of retaliation to any person not listed above does not constitute a report.

## **Workplace Investigations**

A report of retaliation for reporting harassment or discrimination, or a report of discrimination or harassment, that is made to those listed above will result in an appropriate investigation of the allegations. On-Line Systems may use third parties to investigate allegations. All employees and workplace participants have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals.

Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

Those found to have harassed, discriminated or retaliated against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law,

the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of prior harassment, discrimination and/or retaliation.

### **Knowingly False Reports Prohibited**

Any employee or workplace participant who makes a knowingly false report of harassment, discrimination, or retaliation, will be subject to discipline, including termination.

### **Questions About This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to On-Line Systems Human Resources personnel or your account manager

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with those listed above, you can direct them to the President.

## **Sexual Harassment-Free Workplace**

The best work environments are built on a foundation of respect for all those who contribute. For that and many other reasons, On-Line Systems is committed to providing a work environment free of sexual harassment.

### **Sexual Harassment is Prohibited**

On-Line Systems defines sexual harassment as behavior or comments that create a hostile work environment for another person because of his or her gender. This includes male-to-female, female-to-male, male-to-male, and female-to-female sexual harassment.

Sexually-charged, verbal, physical, written, digital, electronically-delivered, or any other form of harassment that belittles or demeans any individual on the basis of sex is strictly prohibited.

Prohibited sexual harassment includes conduct that has the purpose or effect of unreasonably interfering with a person's work performance or experience or creating an environment that is hostile, intimidating or offensive.

Sexual advances; requests or demands for sexual favors; physical conduct of a sexual nature; sexual jokes; sexual slurs; or other abusive or harassing language or conduct that is meant to intimidate or that negatively impacts a person's work environment is strictly prohibited.

### **Sexual Harassment-Free Workplace**

On-Line Systems does not tolerate and expressly prohibits sexual harassment by any means that creates a hostile or intolerable working environment for any employee, applicant, intern, associate, contractor, vendor, or client because of his or her gender.

This policy applies to every person in the workplace and everyone who participates in work-sponsored activities, no matter his or her authority, position or classification.

### **Reporting Sexual Harassment**

If you believe you have been sexually harassed or if you know of, or suspect, sexual harassment of another, you must report it immediately to On-Line Systems Human Resource personnel or your On-Line account manager

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to the President.

Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience wrongdoing, like sexual harassment, you must make a reasonable effort to make the wrongdoing known to those listed above as soon as you experience or discover it. Discussing or reporting acts of sexual harassment to any person not listed above does not constitute a report.

### **Retaliation Prohibited**

Retaliation can include, but is not limited to, sexual harassment, discrimination, or any other unfair treatment or abuse of power. On-Line Systems prohibits retaliation of any kind against

those who, in good faith, report sexual harassment or who assist in the investigation of a report of sexual harassment.

Any employee or workplace participant who retaliates against another for making a good faith report of a violation of this policy or for assisting in an investigation of a report of a violation of this policy, is subject to discipline or termination.

If you believe you have been retaliated against, or if you know of, or suspect, retaliation against another, for reporting a violation of this policy or for participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above, regardless of the accused's identity or position. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but you must report it as soon as you experience or discover it. Discussing or reporting acts of retaliation to any person not listed above does not constitute a report.

### **Workplace Investigations**

A report of retaliation for reporting sexual harassment, or a report of sexual harassment, that is made to those listed above will result in an appropriate investigation of the allegations. On-Line Systems may use third parties to investigate allegations. All employees and workplace participants have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals.

Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

Those found to have sexually harassed or retaliated against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of prior sexual harassment and/or retaliation.

### **Knowingly False Reports Prohibited**

Any employee or workplace participant who makes a knowingly false report of sexual harassment or retaliation, will be subject to discipline, including termination.

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