

POLICY PROHIBITING WORKPLACE HARASSMENT

PAI is committed to providing a work environment that maintains employee respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. In keeping with this commitment, P AI maintains a strict policy prohibiting harassment on the basis of a protected class such as: race, religion, creed, color, national origin, age, sex, marital status, sexual orientation, disability, status with regard to public assistance, membership or activity in a local human rights commission, genetic information or any other legally protected characteristics. This policy also prohibits sexual harassment.

Employees are expected to treat all persons connected to the workplace with respect and sensitivity. Negative and mean-spirited personal opinions have no place at work. Given the difficulty of judging whether conduct is welcome or unwelcome in particular situations, the company prohibits all employees from engaging in any conduct of a sexual nature or amounting to harassment based on a protected category in the work setting. This policy applies to everyone, including supervisors and managers.

Harassment may take different forms; the following are examples of conduct which may be considered harassment:

1. The use of derogatory comments or nicknames about a protected class.
2. Negative stereotyping or slurs, or using them in jokes or stories.
3. The use of offensive or demeaning terms which have a sexual connotation.
4. Objectionable physical closeness, physical contact, or repeated flirtations.
5. Unwelcome invitations to social engagements or non-work related social events.
6. Negative comments, cartoons, figurines, novelty items, visual messages or pictures related to a protected class.
7. Any indication that your job security, job assignment, conditions of employment or opportunities for advancement depend on the granting of sexual favors to any other employee, supervisor or manager.
8. Any action relating your job status which is, in fact, affected by consideration of granting or refusal of social or sexual favors.
9. The deliberate or careless creation of an atmosphere of sexual harassment or intimidation.
10. Jokes or remarks of a sexual nature or any other protected class content to or in the presence of persons who may find such jokes or remarks offensive.
11. Discussing a person's sex life or spreading rumors about it.
12. Asking unwelcome questions or making unwelcome comments about another person's sexual activities, dating, personal or intimate relationships, or physical appearance.
13. The deliberate or careless dissemination of materials or messages (such as: cartoons, articles, pictures, e-mails, on-line communications, voicemails etc.,) which have a sexual content or any other content which has negative content regarding a protected class and is not necessary for work.

14. Unwelcome whistling, staring, or leering at another person.
15. Unwelcome sexually suggestive or flirtatious gifts, notes, faxes, e-mail, texting, or voice mail.
16. Verbal or non-verbal (e.g. mimicking or imitating) innuendoes that have a negative connotation for a protected class.
17. Any other inappropriate conduct that is based on protected class status would violate company policy.

Harassment of any employee, volunteer, client, or visitor will not be tolerated. Every employee is accountable for his/her own actions. Management is responsible for promoting working conditions free of harassment and enforcing this policy. If you feel you are being subjected to harassment in any form by a co-worker, supervisor or anyone else in the workplace or you believe you have witnessed harassment, immediately contact an Assistant Coordinator, Department Coordinator, Assistant Director, Department Director, Vice President, Human Resource Director or the President and put your complaint in writing. Do not report suspected harassment to a supervisor who is not identified above.

There will be no retaliation against any employee who files a complaint in good faith or who assists in providing information in good faith relevant to a claim of harassment, even if the investigation produces insufficient evidence to support the complaint. Retaliation can include criticizing a person in the workplace for bringing a complaint or gossiping within the workplace about its perceived merit or lack of merit. Persons who retaliate or supervisors who permit employee retaliation will be subject to discipline up to and including termination.

PAI will investigate harassment complaints promptly and thoroughly. While efforts will be taken to respect the privacy of the persons involved in an investigation, PAI cannot assure complete confidentiality. PAI expects that you and other employees will fully cooperate in investigations and provide information to the investigator(s) in an honest and truthful manner. To prevent gossip, promote confidentiality, and maintain a productive work environment, employees are requested to keep information regarding the investigation's questioning, incident(s), and final determination confidential.

Person's who do not make a report in good faith, do not respond honestly and/or in good faith during an investigation, do not maintain confidentiality or refuse to participate in an investigation may be subject to disciplinary action up to and including termination.

If an investigation reveals a violation of policy, corrective action including termination may result. If for any reason, you believe that a response has not occurred within a reasonable amount of time, refer the concern to a designated person up to and including the President.

Management is responsible for implementing this policy. PAI will abide by the Federal and State laws or any other applicable laws which prohibit harassment, intimidation or coercion.

Keep PAI a respectful work place and free of harassment.