



SEXUAL HARASSMENT

This company believes that each individual we employ has the right to be free from harassment because of age, color, creed, national origin, and/or sex. Sexual harassment is defined as including:

- Unwelcome physical contact
- Sexually-explicit language or gestures
- Uninvited or unwanted sexual advances
- Offensive overall environment including the use of vulgar language, the presence of sexually explicit photographs or other materials and/or the telling of sexual stories.

I cannot stress enough that this company will not tolerate any form of sexual harassment. Should you feel you are being harassed, please follow these guidelines to help us remedy the problem.

Harassment by other employees should be brought to the attention of your manager. The manager will investigate the matter and if the allegation is sustained, the responsible employee will be disciplined up to and including discharge. A second, proven charge of sexual harassment against any employee will result in immediate discharge.

Should you feel that your manager has not investigated the matter to your satisfaction, contact the company manager immediately.

Should the harassment originate from your manager, contact the owner immediately.

Clint Coronado, President
Program One Professional Building Services

I have read the above and attest to this by my signature.

Employee Signature