

# Advance Workplace Conduct Policy

## Workplace Harassment

Through reasonable management, Advance and its clients will endeavor to prevent any form of harassment from occurring in the workplace. Submission to unwelcome or unbecoming verbal or physical conduct is not a condition of employment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Likewise, any annoyances of a racial or ethnic nature will not be tolerated. Such conduct is not only socially unacceptable, but also unreasonable interferes with work performance and creates an intimidating, hostile, and offensive working environment.

Should you ever experience any job harassment, please contact your Advance account manager immediately. You may expect a prompt and concerned reaction to your problem.

## Sexual Harassment and Intimidation

Advance Employment and its clients work to provide associates an environment free from intimidation and therefore prohibit sexual harassment. Actions, words, jokes, or comments which create an atmosphere of intimidation will not be tolerated by any employee or associate. Employees or associates who feel they are being sexually harassed should report the incident(s) immediately to their Advance account manager.

Sexual harassment is defined by the law as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

All complaints of sexual harassment will be investigated promptly, maintaining the highest confidence possible. Any Advance associate or client who receives a report of sexual harassment or who has any knowledge of a sexual harassment complaint has an obligation to report the incident immediately. Associates and clients are expected to fully cooperate with any investigation and applicable discipline.

All investigations will be handled with the utmost confidentiality, respecting all individuals involved in the complaint and investigation. Advance's management is extremely sensitive to all such matters and places high expectations on the proper handling of all complaints.

Examples of sexual harassment may include:

- Crude and sexually offensive comments, jokes, or other forms of communication
- The repeated request for sexual favors
- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisal after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations
- Physical conduct that includes touching, assaulting or impeding or blocking movements

This list serves only as a limited example of what could constitute sexual harassment. Since it is such a personal issue, associates must respect each other in the manner in which they interact with others and how they present themselves. If an associate is offended by the behavior of another, he or she should advise this individual of their offense and request the individual to discontinue the behavior. The individual must respect this request. If the individual continues the offensive behavior, the behavior must be reported to your Advance account manager immediately for a complete investigation.

Retaliation for claims of sexual harassment will not be tolerated. Likewise, the filing of claims of sexual harassment that are clearly false and without justification will not be tolerated.

### **Non-Retaliation**

Advance and its clients recognize that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment impact requires a factual determination based on all facts and the totality of the circumstances. Given the nature of this type of discrimination, Advance recognizes also that false allegations of harassment can have serious effects on innocent associates. As a result, if, after investigating any complaint of harassment or unlawful discrimination, Advance determines that the complaint is not bona fide or that the associate has provided false information regarding the complaint, disciplinary action may result to the individual who filed the complaint or provided false information, up to and including termination. Advance trusts that all associates and personnel of Advance will continue to act responsibly to establish a working environment that is free of discrimination. Advance encourages any associate to raise questions they may have regarding discrimination or harassment with their Advance account manager.

Advance not only prohibits harassment, but also strictly prohibits any retaliation against an associate who, in good faith, has registered a complaint under this procedure. Any agent or associate of Advance who, after investigation, has been determined to have retaliated against any person for utilizing the complaint procedure will be subject to appropriate disciplinary action, up to and including immediate termination. If an associate believes that he or she has been retaliated against for exercising his or her rights under this policy, the associate should immediately report such retaliation to his or her Advance account manager.

### **Weapons and Workplace Violence**

Violence of any kind in the workplace is not acceptable and will not be tolerated. It is our policy that employees and associates should be able to come to work without the fear of violence or personal injury caused by a co-worker or another person. Therefore, weapons of any kind, fighting, other acts of violence and threats are not permitted and will not be tolerated on either Advance or its client's premises at any time. Advance and its clients will not tolerate the possession of a weapon by any individual, other than law enforcement personnel, while on company or client premises or at a company function. Any individual found in possession of a firearm or any other dangerous weapon will face discipline and legal action at the highest level. Others will be dealt with as allowed by law, and in the case of an employee, up to and including discharge.

A weapon is defined as, but not limited to, a firearm, explosives or explosive device, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, or any other device designed to inflict bodily harm. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

### **BloodBorne Pathogens and other potentially hazardous human materials**

Coming into contact with infected blood or other hazardous human materials may have serious negative consequences. As a result, Advance Employment has the specific procedures that must be followed in the event of an injury or exposure to any blood borne pathogens. Any action undertaken by an Advance Employment associate to deliberately expose other people to blood or other bodily fluids, a threat to do so, or suggestion that such action has or will be taken, will be investigated fully. Discipline up to and including termination of employment will result if an associate is deemed to have violated this policy.