

## UNLAWFUL HARASSMENT

**OPTION 1 Staffing Services, Inc.** is committed to ensuring that employees work in an environment free of unlawful harassment. **OPTION 1 Staffing Services, Inc.**'s policy prohibits harassment of any sort, including sexual harassment and harassment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age or any other basis protected by federal, state or local law, ordinance or regulation. Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where such contact is made explicitly or implicitly as a term or condition of employment, is used as a basis for employment decisions or creating an otherwise hostile or offensive environment."

If an employee believes that they have been unlawfully harassed, provide a written complaint to your supervisor or **OPTION 1 Staffing Services, Inc.**'s Corporate Operations Manager. **OPTION 1 Staffing Services, Inc.** will immediately undertake an effective, thorough, confidential and objective investigation, counsel the employee(s) involved and resolve the problem. If **OPTION 1 Staffing Services, Inc.** determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee who violates this anti-harassment policy will be subject to discipline up to and including termination.

**OPTION 1 Staffing Services, Inc.** encourages all employees to report any incident of harassment forbidden by this policy so that complaints can be quickly and fairly resolved.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_