

CRG WORKFORCE

HARASSMENT/SEXUAL HARASSMENT POLICY

It is CRG's goal to maintain a pleasant, professional, and productive work environment. Harassment in the form of verbal or physical abuse, intimidation, coercion, or suggestive or derogatory remarks is a violation of company policy. Sexual harassment is a violation of company policy as well as a violation of federal law. Sexual harassment is broadly defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

If you feel you are being harassed in any way, report the incident to your supervisor. It is your obligation to report any instances of harassment to CRG before you report this to any outside sources. CRG's policy is to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, CRG will keep complaints, investigative records, and the results of the investigation confidential. If an investigation confirms that harassment has occurred, CRG will take corrective action, including appropriate discipline, up to and including termination.

If your complaint of harassment is against your immediate supervisor, you should report this harassment to the next level of supervision.

It is your right and responsibility to report any form of harassment without fear of reprisal. Because problems related to harassment may be of a personal nature, and because you may be reluctant to discuss a situation with your supervisor, feel free to contact, Dianne Gold, the Human Resource Director.

Retaliation against any employee who reports an incident of alleged offensive workplace behavior or who participates in an investigation will not be tolerated.

Any type of harassment, whether engaged in by fellow employees, or by non-employees, with whom the employee comes in contact in the course of their employment, violates this policy and will not be tolerated, this includes harassment that may occur off the company premises.

(I have read this policy and will abide by all rules and regulations stated in this document)

Employee Signature: _____

Date: _____