

# Unlawful Harassment and Discrimination Policy

## **PURPOSE**

Condor Corporation is committed to providing a work environment that is free of unlawful harassment. In furtherance to this commitment, this policy strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of race, religion, color, sex (including pregnancy, childbirth, or related medical conditions), national origin, citizenship status, uniform service member status, age, genetic information, disability, or any other category protected by applicable federal, state, or local laws.

## **SCOPE**

This policy against unlawful harassment applies to all employees of Condor Corporation, including supervisors and managers. Condor Corporation prohibits managers, supervisors, and employees from harassing coworkers as well as our customers, vendors, suppliers, independent contractors, and others doing business with the Worksite. In addition, we prohibit our customers, vendors, suppliers, independent contractors, and others doing business with us from harassing our employees.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

## **Examples of Prohibited Sexual Harassment**

Sexual harassment includes a broad spectrum of conduct. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- Unwanted sexual advances
- Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity
- Visual conduct (such as leering), making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal sexual advances, propositions, requests, or comments
- Sending sexually-related text messages, videos, or social media messages
- 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 (such as touching), assault, or impeding or blocking movement

## **Examples of What Constitutes Prohibited Harassment**

In addition to the above listed conduct, Condor Corporation strictly prohibits harassment concerning race, color, religion, national origin, age or other protected characteristic. By way of illustration only, and not limitation, prohibited harassment concerning race, color, religion, national origin, age or other protected characteristic includes:

- Slurs, epithets, and any other offensive remarks
- Jokes, whether written, verbal, or electronic
- Threats, intimidation, and other menacing behavior
- Other verbal, graphic, or physical conduct
- Other conduct predicated upon one or more of the protected categories identified in this policy

If you have any questions about what constitutes harassing behavior, ask your supervisor or another member of management.

Harassment of our customers, clients, vendors, suppliers, independent contractors, employees of our customers, clients, vendors, suppliers, or independent contractors by our employees is also strictly prohibited. Such harassment includes the types of behavior specified in this policy, including sexual advances, verbal or physical conduct of a sexual nature, sexual comments, and gender-based insults.

Any such harassment will subject an employee to disciplinary action, up to and including immediate termination.

## **What To Do If You Feel You Are Being or Have Been Harassed**

If you feel that you are being harassed in violation of this policy by another employee, supervisor, manager or third party doing business with Condor Corporation, you should immediately contact a supervisor. If your supervisor does not completely and timely address your complaint of harassment, contact Elizabeth Maltby at 612-799-6663.

In addition, if you observe harassment by another employee, supervisor, manager or non-employee, please report the incident immediately as directed above. Appropriate action will also be taken in response to violation of this policy.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so that we can take whatever steps are necessary to address the situation. Condor Corporation takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.

All complaints of unlawful harassment which are reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. Condor Corporation prohibits employees from hindering internal investigations and the internal complaint procedure. All complaints of unlawful harassment reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.