

## **Sexual Harassment**

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The Company has a workplace that is free from sexual harassment. It is the policy of the Company that sexual harassment in the workplace, in any form, is strictly prohibited.

Sexual harassment is defined as unwelcome sexual advances, and other verbal or physical conduct of a sexual nature when: ...

...Failure of an Employee to adhere to the above policy will result in appropriate disciplinary action ...

## **Family and Medical Leave**

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The Company is in full compliance with the federal Family and Medical Leave Act.

Under the Act, and provided that an Employee has worked at least 12 months and at least 1250 hours during the previous 12-month period, an Employee is eligible for ...

An eligible Employee may take leave under any one of the following circumstances: ...

## **Military Service**

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The Company is in full compliance with the Uniformed Services Employment and Reemployment Rights Act known as "USERRA" which offers Employees the ability to become reemployed after their military service obligations are completed.

USERRA defines "Uniformed Services" as the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service Commission Corp, the Army National Guard and the Air National Guard. Reservists of each of the services are also included.

The law covers a number of items including time off, wages, a Company's responsibility with respect to the Employees in military service and reemployment upon return from military service ...

## **Equal Employment Opportunity**

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Our employment decisions are based solely on qualifications and merit. We provide equal employment and opportunities for all employment applicants and Employees. We do not discriminate in employment opportunities or practices on the basis of age, race, creed, color, sex,... protected by federal or state law...

...The Company does not discriminate on the basis of pregnancy, childbirth or related medical conditions...

## **Exiting Employment, Return of Company Property, On-Going Responsibility and Future References**

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When an Employee's employment ends, there are certain procedures that are followed.

As all Company property is entrusted to the Employee solely for the purpose of the Company's business, all such property must be immediately returned to the Company. Employees may not take any Company documents, software...with them when employment ends.

Provided that the Company has an Employee's written permission, the Company may withhold from an Employee's final paycheck...