

Non-Discrimination and Non-Harassment Policies

Sexual Harassment

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a) Submission to or rejection of such advances, requests, or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions

Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Examples of sexual harassment can include but are not limited to:

- a) Asking for sexual favors in exchange for work benefits
- b) The posting of sexually graphic materials
- c) Jokes
- d) Stories
- e) Comments or innuendoes of a sexual nature
- f) Making sexual gestures or expressions
- g) Unwanted touching of a person’s clothing or hair
- h) Whistling or “cat calling”
- i) Staring at someone
- j) Blocking or impeding a person’s path

It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such incident directly to their supervisor or, if that is not appropriate, to Human Resources.

Reporting

19740 Governors Highway, Suite 116
Flossmoor, IL 60422
708-607-2503 | www.physicalsplus.net



Any Physicals Plus Health & Wellness employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention to upper management or Human Resources. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and Physicals Plus Health & Wellness will take appropriate action based on the outcome of the investigation.

There will be no reprisal or retaliation against anyone who reports such an incident as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of harassment complaints. However, no disciplinary action will be taken without a thorough investigation of the facts which shall include gathering statements from all parties and witnesses involved.

Responsibilities

Employees, contractors, and temporary workers are responsible for complying with this policy by reporting all instances of alleged harassment and cooperating in any investigation of the alleged harassment.

Supervisors and managers are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring that all associates, contractors and temporary workers understand this policy, taking complaints about harassment seriously and notifying Human Resources immediately about any complaints of sexual or other forms of harassment.

Workplace Violence

It is Physicals Plus Health & Wellness policy that any threats, threatening language or any other acts of aggression or violence made toward or by any company employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to warn their supervisors, managers, or Human Resources of any suspicious behavior, situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, suppliers, visitors or other parties.

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These situations include, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or similar behavior. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The company will not permit any form of retaliation against any employee for filing a report under this policy.

Physicals Plus Health & Wellness will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties. I also understand that any and all company data and/or equipment in my possession must be turned over to Physicals Plus Health & Wellness at separation of employment.

Print Name: _____

Date: _____

Signature: _____