

The A List at Ashby Staffing No-Harassment Policy

Ashby Staffing and its affiliated companies are committed to maintaining a work environment that is free from all forms of discrimination or harassment. In keeping with this commitment, the Company will not tolerate discrimination or harassment of or by any person, including any manager, supervisor, co-worker, vendor, temporary or contract worker, client or customer. The Company will not tolerate sexual harassment, harassment that is based on gender, race, color, sexual orientation, religion, national origin, veteran status, age, disability, or harassment on any other basis.

Harassment is prohibited whether the harassment occurs in the work place, at customer or vendor sites, or at other employment-related events or activities. Sexual harassment and other forms of harassment also violate fair employment laws. However, the conduct complained of need not be unlawful to violate this policy. It is the intent of this policy to prohibit all harassment, whether or not the conduct is severe enough to violate the law.

Unlawful sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature, (1) when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or sexually offensive work environment; or (2) when submission to or rejection of such conduct (a) is made either explicitly or implicitly a term or condition of employment; or (b) is used as a basis for employment decisions. Other forms of unlawful harassment that violate this policy include verbal or physical conduct based on gender, religion, race, color, sexual orientation, veteran status, age, national origin or disability, when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive work environment.

While it is not possible to list all circumstances that constitute unlawful harassment or other inappropriate conduct that is not unlawful but nevertheless violates this policy, what follows are examples of conduct which may constitute policy violations, regardless of intent:

- Sexual advances
- Requests for sexual favors
- A request or offer to exchange sexual favors for actual or promised job benefit
- Use of sexual, racial or religious epithets
- Inappropriate references to male or female anatomy
- Written or verbal references to sexual conduct
- Gossip regarding one's sexual activities or prowess
- Repeated requests for dates
- Leering, whistling or touching
- Inquiries or comments about another's sex life
- Assault or coerced sexual activity
- Displaying sexually suggestive objects, pictures, cartoons
- Telling sexual or racist jokes
- Inappropriate remarks, epithets, derogatory statements, jokes, or slurs; especially those based on gender, race, color, religion, national origin, age or disability
- Hitting, pushing or other aggressive physical contact
- Inappropriate posters, cartoons, drawings or e-mail messages

Every employee who believes he or she has been subjected to conduct that violates this policy, or who observes or learns of such conduct, is responsible for immediately reporting the conduct to your Staffing Manager or to Michael Ashby, President of Ashby Staffing. Either can be reached by phone at 512-458-5271. Employees are required to report harassment immediately in order to assure a rapid company response and to prevent the harassment from escalating. Managers or supervisors observing such conduct or receiving complaints must contact the President for direction in investigating the complaint.

When a complaint or other notice of a possible violation is received, the Company will conduct a thorough and prompt investigation. Investigations will be conducted in as discrete and as confidential manner as is practicable. All employees are expected to cooperate fully in any investigation conducted on behalf of the Company to determine whether a violation has occurred.

Retaliation against an individual who reports a suspected violation of this policy, or against anyone who provides information in an investigation of harassment violates this policy. If it is determined that an individual has violated this policy, the Company will act promptly to eliminate such conduct and will take appropriate disciplinary action up to and including termination.

Signature of Applicant _____ Date _____