



SOME THOUGHTS ABOUT SEXUAL HARASSMENT

Hire Up is dedicated to maintaining a secure and harassment-free workplace for its employees. This includes creating an environment free of sexual harassment. Sexual harassment is an illegal form of discrimination that occurs when one employee makes continued, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, to another employee, against his or her wishes. It is also illegal to retaliate against employees who voice a good faith concern about sexual harassment or discrimination.

Sexual harassment can occur in a variety of situations. Hire Up will not tolerate any form of unlawful sexual harassment, discrimination, or retaliation, examples of which include, but are not limited to, the following:

- Unwanted jokes, gestures, offensive words on clothing, and unwelcome comments, teasing or responses;
- Promising, directly or indirectly, an employee a reward, if the employee complies with a sexually oriented request;
- Threatening, directly or indirectly, to retaliate against an employee, if the employee refuses to comply with a sexually oriented request;
- Touching and any other physical contact that is unwelcome by another employee;
- Repeated sexual advances that are turned down or unwanted flirting;
- Transmitting or posting emails or pictures of a sexual or other harassment-related nature;
- Displaying sexually suggestive objects, pictures, or posters;
- Denying, directly or indirectly, an employee an employment-related opportunity, if the employee refuses to comply with a sexually oriented request.

Should you believe or suspect that you've been a victim of sexual harassment, you should contact a Hire Up manager immediately. Prompt and appropriate action will be taken after a thorough investigation is completed. Should you disagree with the result to be taken, you may appeal to Hire Up's legal counsel, Steven R. Hrdlicka & Associates. Within one year of the date of the perceived sexual harassment or retaliation, you may file a complaint with the California Department of Fair Employment and Housing (DFEH). A dispute resolution process is offered by DFEH. In the event that sexual harassment or retaliation is found to have occurred, you may be entitled to various remedies, including job reinstatement under the right circumstances, back pay, changes in employer policies or practices, and a promotion if warranted.

Date _____

Signature