



NO HARASSMENT/RETALIATION/DISCRIMINATION WORKPLACE FAIRNESS ACT 2026

We strongly condemn and prohibit any form of unlawful harassment or conduct that might create a hostile or offensive working atmosphere, including bullying, as well as retaliation by any employee for having filed a complaint or acting as a witness to a complaint. We maintain a strict policy against these behaviors so we may establish and maintain a safe and healthy workplace for all employees. We intend our workplace environment to be positive, encouraging, supportive and free of bullying, harassment, discrimination, bias and retaliation to uphold our values of respect and dignity for all who work here.

The specifics of our policy are:

1. All employees, including management, must maintain a bias-free and nondiscriminatory work environment free of unlawful harassment and bullying, whether based on race, age, religion, color, gender, national origin, physical or mental ability or disability, marital status, veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status.
2. We are protective of the dignity of each of our employees. We do not tolerate harassment or bullying by anyone toward them, whether by another employee or by an outside individual (vendors, customers, contractors, etc.) based on race, age, color, gender, religion, national origin, physical or mental ability or disability, marital status, veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status.
3. Sexual harassment is defined as unwelcomed content or sexual advances that are visual, digital, verbal or physical of a sexual nature. Sexual harassment includes many forms of offensive behaviors and includes gender-based harassment between persons of the same gender. Some examples of sexual harassment are:
 - A. Unwelcomed sexual advances toward another person in any way.
 - B. Offering employment benefits, increased wages, favorable evaluations, advancement, assigned duties, benefits or perks, shifts or other condition of employment or career development in exchange for sexual favors.
 - C. Retaliating or threatening retaliation after receiving a negative response to sexual advances or against any person for reporting harassment or being a witness of harassment behaviors.
 - D. Visual conduct: leering, staring, making sexual gestures, displaying or transmitting of sexually suggestive objects or pictures by computer, cell phone, email or social media methods, or exposing one's "private" body parts to another.
 - E. Verbal conduct: speaking derogatory comments of any manner, epithets, slurs, and jokes, or mimicking one's speech, accent or disability.
 - F. Verbal sexual advances or propositions
 - G. Written harassment of a sexual nature, commentaries about a person's



body, suggestive or obscene letters, notes, or invitations, emails, “tweets” or digital comments on internet blogs, web pages, social media venues, etc.

- H. Unwelcomed physical conduct: restraining, touching, assaulting, impeding or blocking another person’s movements
- I. Bullying, intimidation, or other unprofessional conduct that is directed at an employee because of their race, color, religion, sex (including sexual harassment and gender-based harassment), sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, genetic information, on-the-job injury, or any other characteristic protected by law. General incivility, personality conflicts, or isolated rude behavior not tied to a protected characteristic does not constitute unlawful harassment under this policy, though it may still violate our standards of professionalism and be addressed through coaching or performance management.

These examples are illustrative; harassment includes any severe or pervasive conduct that creates a hostile work environment based on a protected characteristic.

- 4. An employee or outside individual (vendor, customer, contractor, etc.) is prohibited from initiating communication with a person (anonymously or otherwise) by telephone, cell phone, computer, computer network, computer system, or with any device in any manner with any medium with the intent to harass or threaten bodily injury or property damage, or to make a sexually-suggestive comment, request, suggestion or proposal that is obscene or sexually-suggestive or that is viewed as “sexting” or “textual harassment.” It is also prohibited for an employee or any outside individual to transmit digitally explicit or sexually suggestive pictures of any kind or manner to a person associated with our company, anonymously or otherwise, using the same media discussed above.

Generally, we regard off-duty activities of employees to be their own personal matters. However, certain types of off-duty activities concern us because of the potentially negative impact it has on our reputation within the communities we serve. Therefore, employees who engage in or are associated with illegal or otherwise harmful conduct (such as sexual harassment or hostility) that adversely affects the organization or its public image, or their own ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action, up to and including termination

Whenever a supervisor or management employee develops a mutual voluntary romantic relationship with another employee, the supervisor or management employee is required to notify their superiors about it.

- 5. This policy covers conduct in the workplace, remote and virtual settings, at social functions sponsored by the company (holiday dinners, picnics, sporting events) and at business functions away from company property (conventions, trade shows, meetings).



6. An employee who believes that this policy is being violated is expected to document the incident's specifics and immediately report the incident to the employee's supervisor, either verbally or in writing. The supervisor has the responsibility to immediately notify Human Resources or the designated Manager of the employee's report. HR or Management has a responsibility to document the report and initiate an immediate investigation. An employee who believes that the employee's immediate supervisor is violating this policy is expected to report the matter directly to Management, and Management will immediately document the report and initiate an immediate investigation.
7. Management will ensure that all complaints are promptly, impartially, and thoroughly investigated with discretion and without prejudice or retaliation to the claimant, witnesses, and the accused. Similarly, no retaliation will be permitted by any employee toward the claimant, witnesses, or the accused. The investigation will begin within 24 hours of the employee's report and will conclude as quickly as possible. The complainant and the accused will be notified discreetly of the investigation's results.

To address any reported harassment, we will take "appropriate corrective action," which means we will:

 - (A) Intervene immediately with actions reasonably designed to effectively stop the harassing behavior;
 - (B) Conduct a prompt and adequate investigation to determine the extent of harassing behavior;
 - (C) Take appropriate remedial measures proportionate to the seriousness of the harassing behavior;
 - (D) Place no burden, or make every reasonable effort to minimize any burden placed on the reporting employee or aggrieved party;
 - (E) Not retaliate against the reporting employee, the aggrieved party, or a participant in the investigation; and
 - (F) Take steps that are reasonably calculated to prevent retaliation and future harassment.
8. After the conclusion of the investigation, any employee who is found to have engaged in unlawful harassment of another person or employee, or who has been found to have retaliated against another employee for reporting a claim of harassment or acting as a witness to a complaint, will be subject to appropriate disciplinary action, up to and including termination.
9. In addition to addressing individual complaints, we are committed to preventing harassment and retaliation through ongoing measures, such as regular anti-harassment training for all employees, policy reviews, and monitoring of the work environment to identify and address potential issues early.
10. We do not and will not require or coerce any employee to enter into a nondisclosure or non-disparagement agreement with our company for the purpose or effect of preventing the employee from disclosing or discussing unlawful discriminatory or



harassment conduct (including conduct that constitutes sexual assault) that may have occurred between employees in the workplace, at a work-related event, or between employees and the employer at or away from the workplace.

11. Any employee claiming to be a victim of discrimination or harassment (including conduct that constitutes sexual assault) may request to enter into a nondisclosure or non-disparagement agreement with the company but is not mandatory. Any employee who enters into a nondisclosure or non-disparagement agreement will be given seven days to revoke the agreement.
12. Under Oregon law, civil claims for discrimination or harassment must generally be filed within five years of the violation, but employees are encouraged to report promptly to allow for immediate resolution.