



<<_CompanyName_>>

<<_Address1_>>

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<<_City_>>, <<_StateProv_>> <<_PostalCode_>>

<<_Website_>>

HARASSMENT POLICY

To: All Employees

Date: February 19, 2010

From:

Re.: Sexual Harassment Policy

This memorandum will supplement the Employee Handbook for all staff members.

The purpose of this memorandum is to clearly state our policy on sexual harassment. It is our desire to provide a work environment that is free of 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 (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can take two distinct forms: quid pro quo and hostile work environment. One, quid pro quo harassment, occurs when submission to sexual conduct is made a condition of employment or employment benefits. Two, hostile work environment occurs when sexual conduct unreasonably interferes with an employee's work performance or creates an intimidating, abusive, or offensive work environment.

Sexual harassment includes verbal harassment, such as epithets, derogatory comments, or slurs; physical harassment, such as assault, impeding or blocking movement, or any physical interference with normal work movement; and visual harassment, such as derogatory posters, cartoons, or drawings.

Incidents of alleged sexual harassment will be taken seriously by the Company, with follow-up investigation and appropriate corrective action if necessary.

Any individual who believes he/she is subject to sexual harassment, or believes sexual harassment may be taking place whether or not it directly affects that individual, must report the circumstances as soon as possible to any one of the following: immediate Supervisor, Human Resource Administrator, Officer of the Company, or any person designated in the Employee Handbook as a Contact Person.

When a claim is raised, the Contact Person will prepare a written record of the complainant's factual allegations that the complainant will have an opportunity to review and sign. Complainants are encouraged to prepare their own written notes promptly after such events occur, describing the date, time, and specific actions of the alleged harasser that the complainant considers offensive.

The Contact Person has the responsibility of taking the necessary steps for initiating a timely investigation.

With respect to this policy, it is also important to keep in mind:

1. Although we encourage and expect prompt reporting of claims so that rapid responses and appropriate action may be taken, no limited time frame will be instituted for reporting such claims. The late reporting of a claim will not, in and of itself, preclude the Company from taking remedial action.
2. The Company will not in any way retaliate against an individual who makes a report of sexual harassment; nor will it permit any employee to do so. Retaliation is a serious violation of the Company’s sexual harassment policy and should be reported immediately.
3. Any allegation of sexual harassment raised with a Contact Person will be promptly investigated in a confidential manner so as to protect, to the extent possible, the privacy of the persons involved.

Signature President:

Attachment: Contact List From Employee Handbook