

Supplier Code of Conduct – United States NON-HARASSMENT POLICIES

To prohibit harassment of any **person (employee, client, subcontractor, etc.)** by another person (**employee, client, subcontractor, etc.**) based on race, religion, creed, color, national origin, sex, age, sexual orientation/transgender status/gender identity or expression, citizenship status, marital status, genetic information, ancestry, veteran status, physical or mental disability, or any other basis prohibited by law at all levels of employment.

Sexual Harassment

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, and it is against the policies of the Company for any person to sexually harass another person by:

- Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature as a term or condition of an individual's employment;
- Making submission to or rejections of such conduct, the basis for employment decisions affecting the employee; or
- Creating an intimidating, hostile or offensive work environment by such conduct. Sexual harassment can be physical and psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Sexual harassment does not refer to behavior or occasional compliments of a social nature. It refers to behavior, intentional or non-intentional, that is unwelcome and interferes with the work environment. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include but are not limited to:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, sexually degrading words to describe an individual, graphic verbal commentary about an individual's body, and threats.
- Non-verbal: Displaying sexually suggestive objects or pictures in the workplace, graphic commentaries, leering, whistling, and obscene gestures.
- Physical: Unwanted physical contact, including touching, pinching, brushing the body, and any other type of coerced sexual activity.

Unlawful Harassment

The Company strives to maintain a work environment free of unlawful harassment. In doing so, the Company prohibits unlawful harassment because of race, religion, creed, color, national origin, sex, age, sexual orientation/transgender status/gender identity or expression, citizenship status, marital status, genetic information, ancestry, military or veteran status, physical or mental disability, or any other basis prohibited by law at all levels of employment. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited behavior includes but is not limited to the following;

- Written and/or electronic form such as cartoons, e-mail, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

Non-sexual harassment is not limited to these examples. Non-sexual harassment includes any comment, action, or type of behavior that is threatening, insulting, intimidating, or discriminatory and affects the work environment.