



WORK HARD. WORK COMFORTABLY.

## Harassment Policy

### I SCOPE

This policy applies to all employees of Sears Manufacturing.

### II PURPOSE

To ensure a work environment free from any form of harassment.

### III PROCEDURE

We at Sears Manufacturing Company share a common belief that each of us should be able to work in an environment free from any form of harassment. To ensure that each of us enjoy a harassment-free work place, Sears Manufacturing Company prohibits any offensive, physical, written or spoken conduct of a sexual or derogatory nature or based on any other characteristic protected by law. Anyone engaging in any harassment will be subject to discipline, up to and including discharge. Prohibited conduct may include, but is not limited to:

Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations to engage in sexual relations and pressures for dates.

Verbal abuse or unwelcome kidding of a sexual nature, such as telling “dirty jokes” and comments about body parts, appearance or clothing, where such comments go beyond mere courtesy.

Insults, name calling, slurs, jokes or other remarks that are sexual or offensive in nature or demeaning to an individual’s protected characteristics.

Unwelcome verbal or non-verbal conduct or visual displays of sexual, offensive, or discriminating manner such as posters, calendars, photographs, cartoons, graffiti or other offensive graphic displays.

Physical, verbal or psychological abuse such as stereotyping, name calling, assaulting, sabotaging, segregating or threatening an individual in the workplace.

Unwelcome, unwanted and/or unnecessary touching of any kind.

Making a submission to or rejection of harassment the basis of any employment decision.

Creating a work environment that is intimidating, hostile, abusive or offensive because of the display or circulation of offensive written materials, unwelcome conversations, suggestions, requests, demands or physical contacts.

The very nature of harassment makes it difficult to detect unless the problem is reported. Therefore, employees experiencing harassment are strongly encouraged to file complaints. Complaints should be directed to the employee’s supervisor, or any other member of management with whom the employee feels comfortable, and the Human Resources.



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Complaints will be treated as confidentially as possible in light of the company's need to fully investigate the matter and take appropriate corrective action. In all cases, great care will be taken to preserve the dignity and privacy of the persons involved. Employees who report harassment or who assist in the investigation of a complaint of harassment will not be subject to retaliation or reprisals as a result of the report or assistance.

Complaints will be promptly and thoroughly investigated. Depending on the nature of the alleged harassment, interim measures may be taken. These measures might include temporary reassignments or separating the alleged harasser and the employee alleging the harassment. If the investigation reveals that an employee has engaged in sexual or other harassment, that employee will be subject to disciplinary action, up to and including discharge.

All managers and supervisors are responsible for the implementation of this policy and for ensuring that employees know and understand this policy. All employees will be held responsible and accountable for eliminating prohibited conduct.

Questions regarding this policy should be addressed directly to the Human Resources, who has overall responsibility for investigating and resolving harassment complaints at Sears Manufacturing Company.