

DIVISION/DEPT. Corporate	
POLICY: Harassment Policy	
EFFECTIVE DATE: 10/2020	REVIEWED: 10/2020
APPROVED BY: Administrative Council	

Cedar Community believes all Team Members should be able to work in an environment free from any form of harassment. In order to provide a harassment-free workplace, Cedar Community prohibits any offensive, physical, written or spoken conduct of a sexual or derogatory nature or based on an individual's race, color, religion, sex, national origin, age, disability, genetic information, military status, sexual orientation, gender identity or any other characteristic protected by federal, state or local law. Anyone engaging in sexual or other harassment will be subject to discipline, up to and including termination. Prohibited conduct may include, but is not limited to:

- Sexual advances or demands for sexual favors. This includes subtle or blatant expectations to engage in sexual relations and pressure for dates.
- Comments of a sexual nature, such as telling "dirty jokes" and comments about body parts, appearance or clothing, where such comments go beyond mere courtesies.
- Insults, name calling, slurs, jokes or other remarks that are sexual or offensive in nature or demeaning to an individual's protected characteristics.
- Displays of sexual, offensive or discriminating matter such as posters, calendars, photographs, cartoons, graffiti or other graphic displays.
- Physical, verbal or psychological conduct based on an individual's protected characteristics such as stereotyping, name calling, assaulting, sabotaging, segregating or threatening any individual in the workplace.
- Using company communication systems to communicate via email, the Internet or any social media, such as blogging, Facebook, instant messaging, etc., any sexual, offensive or discriminating messages which include, but are not limited to: pornographic images, sexual references, racial slurs, discriminatory comments regarding an individual's gender, age, sexual orientation, religious beliefs, national origin, disability or any other characteristic protected by law.
- Making a submission to or rejection of harassment the basis of any employment decision.

This policy applies not only to the workplace during normal business hours, but also to all work-related social functions, whether on or off the company premises, and business-related travel.

The very nature of harassment makes it difficult to detect unless the problem is reported. Team Members experiencing or observing harassment, therefore, are expected to promptly report the conduct. Complaints should be directed to Human Resources.

Cedar Community's commitment to providing individuals with a work environment that is free of harassment also includes prohibiting inappropriate conduct by and toward vendors, contractors, customers, and third parties. If an individual experiences or observes conduct that violates this policy by a vendor, contractor, customer, or third party, that individual should promptly direct a complaint to Human Resources.

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 to the extent possible. Team Members who report harassment or who assist in the investigation of a complaint of harassment will **not** be subject to retaliation or reprisals. Any employee who engages in retaliation against another employee because of a complaint under this policy will be subject to disciplinary action, up to and including termination.

Complaints will be promptly 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 termination.

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All managers and supervisors are responsible for the implementation of this policy and for ensuring team members know and understand this policy. All team members are responsible for eliminating prohibited conduct.

Questions regarding this policy should be addressed directly to Human Resources.

**Cedar Community reserves the right to revise this policy at any time.**