



SEXUAL HARASSMENT POLICY

Equalize Health will not, under any circumstances, condone or tolerate conduct which may constitute sexual harassment on the part of any of its employees. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment. Any employee found to have engaged in such conduct will be subject to immediate discipline, up to and including termination.

Sexual harassment is defined as:

- Making submission to unwelcome sexual advances or requests for sexual favors a term or condition of employment
- Basing an employment decision on submission or rejection by an employee of unwelcome sexual advances, requests for sexual favors or verbal or physical contact of a sexual nature
- Creating an intimidating, hostile or offensive working environment or atmosphere either by:
 - Verbal actions, including calling employees by terms of endearment; using vulgar, kidding or demeaning language; or
 - Physical conduct which interferes with an employee's work performance.

It is, also, expressly prohibited for an employee to retaliate against employees who bring sexual harassment charges or assist in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

REPORTING HARASSMENT

Don't let it slide – if you believe you have been harassed, immediately report the matter to your manager. It's something that we take incredibly seriously. It's never acceptable, and we want to make sure we can resolve the problem so that it will never happen again.

Your complaint will be promptly investigated in a discreet manner with information disclosed only on a need-to-know basis. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. Appropriate steps will be taken, including disciplinary action, to stop any offensive or inappropriate behavior. The results of the investigation, as well as any actions taken against the alleged harasser, will be communicated to you. We will not tolerate any retaliation against an individual for complaining about harassment or participating in the investigation of any complaint.

If our internal complaint process does not resolve the problem, or you are reluctant to use the internal process, you can file a complaint with the federal Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing (DFEH) (or other equivalent state agency). The DFEH will conduct an investigation and attempt to resolve the dispute. If the DFEH finds evidence of harassment, the matter may go to a public hearing before the Fair Employment and Housing Council. Possible remedies include reinstatement, back pay, promotion, changes in company policies and procedures, emotional distress damages, and fines. We will not tolerate, nor does the law allow, retaliation against an employee for filing a complaint with, or otherwise participating in an investigation, proceeding, or hearing conducted by, any government agency or commission.

If you have any questions or concerns about harassment, please let us know