

# Policy Against Workplace Harassment

Nelson Tree is committed to maintaining a work environment free from discrimination and in which employees at all levels can devote their full attention and best efforts to the job. Harassment has no place in the work environment. The Company does not authorize and will not tolerate any form of harassment based on the following factors: race, sex, national origin, age, disability, religion, or any other characteristic that is protected by law. This policy applies to management and non-management employees alike, and even to non-employees who harass our employees.

Examples of “harassment” covered by this policy include offensive language, jokes, or other physical, verbal, written, or pictorial conduct relating to the employee’s sex, race, religion, national origin, age, disability, or other factors protected by law that would make a reasonable person experiencing such behavior feel uncomfortable or would interfere with the person’s work performance.

The examples below are just that— examples. It is impossible to list every type of behavior that can be considered harassment in violation of this policy. In general, any conduct based on these traits that could interfere with an individual’s work performance or could create an offensive environment will be considered harassment in violation of this policy. This is the case even if the offending employee did not mean to be offensive. It is essential that employees be sensitive to the feelings of others.

## Sexual Harassment

Sexual harassment (whether opposite-sex or same-sex) is strictly prohibited. Some examples of the types of behavior that are considered sexual harassment in violation of this policy include: sexually offensive jokes or comments; physical assaults or other touching that is sexual in nature; promising favorable treatment or threatening unfavorable treatment based on the employee’s response to sexual demands; displays of sexually oriented reading materials or pictures, including electronic materials; or punishing an employee for complaining of sexual harassment.

## Harassment Based on Gender, Race, National Origin, Age, Disability or Religion

Harassment based on these traits deserves special mention and is strictly prohibited. Some examples of the types of behavior that will be considered harassment, in addition to the examples stated above, based on these characteristics include: jokes or negative comments about these characteristics; displays of reading materials or pictures containing negative material about these characteristics, including electronic materials; vandalism or “pranks” based on these characteristics; name-calling based on these characteristics; or punishing an employee for complaining of these types of harassment.

This policy cannot identify every behavior or conduct that might be proscribed by this policy. Therefore, if you are uncertain as to whether certain acts violate this policy, you should report the matter nonetheless.

## Reporting Harassment

The Company cannot resolve matters that it does not know about. Every employee has a duty to immediately report harassment so that the Company can try to resolve the situation. You should report harassment when you feel that you have been harassed or when you have seen someone else being harassed. This is true whether the alleged harasser is an employee, a supervisor or manager, or even a non-employee, such as a customer or vendor with whom the Company does business.

To report harassment, contact your immediate supervisor (general foreperson, or supervisor) or your regional manager. If the harassment involves one of these individuals, call the Executive Director, Administration at 1-800-522-4311. These individuals have been trained to respond appropriately to reports of harassment.

## Investigation

Once your report has been received, the Company will conduct a prompt and thorough investigation; discuss the results with the complaining employee and, where appropriate, the action to be taken; keep the investigation and results as confidential as possible; and if the complaint is verified, take appropriate corrective action, up through and including termination of the harasser. No employee will be punished for bringing a report of harassment to the Company’s attention or for cooperating in an investigation.