



Policy against Workplace Harassment and Offensive Behavior

Background – Nelson Tree is committed to maintaining a professional and courteous work environment free from discrimination, harassment and offensive behavior 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 feeling 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 or other offensive behavior so 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.

Once a 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.

No reprisal, retaliation, or other adverse action will be taken against any employee for making a complaint or report of offensive conduct, or in good faith assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation must be reported immediately to one of the persons described above. Any individual found to have retaliated against an individual for making a complaint or report under this policy, or against anyone participating in the investigation of a complaint under this policy, will be subject to discipline, up to and including termination of employment.

Review and Revision: This Policy may be amended or revised from time to time without prior notice. This Policy is not intended to, and does not create, any contractual rights to employment. This Policy will be interpreted by the Company in such a way to comply with all applicable laws.

Policy Guidance: Questions regarding this policy and its interpretation should be directed to the Executive Director, Administration.



Management Guidance Regarding Administration of:

Policy Against Workplace Harassment and Offensive Behavior

In the event any employee reports they have been harassed in the workplace, it is incumbent on the manager to report the harassment immediately. The manager should never ignore or dismiss the report and should never attempt to investigate or resolve this situation on his own. The manager must contact his/her Supervisor and/or Regional Manager to notify them of this situation. The employee need not use the specific word "harassment" to be considered to have put the Company on notice of the alleged harassment.

As the employer, Nelson is legally obligated to do an effective job of investigating each claim. The investigative process is not solely an operational issue and must be discussed in conjunction with Human Resource management.

What should you do when an employee states that he/she has been harassed?

1. Contact your Supervisor and/or Regional Manager.
2. In conjunction with the Regional Manager, a call should be made to the Executive Director, Administration in Dayton.
3. Do not attempt to navigate this process without guidance.

Violations of this policy by Nelson Tree are addressed by the EEOC and the Department of Labor. The risk and penalties in violating these legal parameters require Nelson to be diligent about application of our policy.