

COMPLAINT PROCEDURE FORM

Any employee who believes he or she has been unlawfully harassed by a co-worker, supervisor, agent, vendor or visitor of the Company should promptly report the fact of the incident or incidents and the names of the individuals involved. This report should be forwarded to the immediate supervisor, if possible, or to your supervisor's supervisor or to any member of senior management with whom they feel comfortable.

Upon receipt of a complaint, the company will immediately conduct an investigation of the alleged harassment. If, after a full and complete investigation, it is determined that there has been a violation of this policy, immediate action will be taken to remedy the situation. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action will be taken up to and including termination. It is important that all parties involved maintain strict confidentiality while the complaint is being investigated.

A written report of the investigation must be forwarded to Miles Warfield, Brookside Properties, Inc., no later than five (5) workdays following the completion of the investigation.

Employee Signature

Date

Supervisor Signature

Date