

# **NON-HARASSMENT POLICY FORM**

It is against Brookside Properties, Inc.'s policy for any of its employees, and non-employees on Brookside Properties, Inc.'s premises, to harass any Brookside Properties, Inc. employee on the basis of race, color, religion, gender, national origin or disability.

Personnel at all levels of Brookside Properties, Inc. have the responsibility to avoid any act or actions, implied, or explicit, that may suggest harassment in any form.

Sexual harassment by employees and non-employees is also prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature and will be considered harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Brookside Properties, Inc. is committed to a work environment free of harassment and will strictly enforce these guidelines. Harassing conduct will result in disciplinary action up to and including discharge and/or other appropriate action. Any employee who believes that harassment has occurred should immediately notify his/her supervisor or their supervisor's supervisor. Any supervisor or manager who receives a complaint alleging harassment must follow the complaint procedure.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date