

HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY

The company is committed to providing a work environment that is free of unlawful harassment, discrimination, and retaliation. The company strictly prohibits all forms of unlawful harassment or discrimination in the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military/ veteran status or any other category protected by applicable local, state or federal law.

This policy prohibits all Employees of the company as well as third parties who come into contact with Employee (such customers, vendors suppliers, independent contractors and others doing business with the company) from engaging in unlawful harassment or discrimination. For example, this policy prohibits all Employees, from harassing co-workers (including unpaid interns and volunteers) as well as the Company's customers, vendors, supplier, independent contractors and others doing business with the company. As an additional example, this policy prohibits third parties who our Employees come into contact with (such as the Company's customers, vendors, suppliers, independent contractors and others doing business with the Company) from harassing or discriminating against our Employees.

Violation of this policy will subject an Employee to disciplinary action, up to and including immediate termination. Additionally, under California law, Employees may be held personally liable for harassing conduct.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct including harassment based on gender, transgender and sexual orientation (meaning one's heterosexuality, homosexuality, or bisexuality). By way of illustration only, and not limitation, some examples of prohibited behavior include:

- Unwanted sexual advances;
- Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an Employee's failure to engage in sexual activity;
- Visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- Verbal sexual advances, propositions, requests or comments;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- Physical conduct such as touching, assault, impeding or blocking movement;
- Physical or verbal abuse concerning an individual's actual sex or the actor's perception of the individual's sex; and
- Verbal abuse concerning a person's characteristics such as vocal pitch, facial hair or the size shape of a person's body, including remarks that a male is too feminine, or a woman is too masculine.

Examples of Others Prohibited Harassment: In addition to the above listed conduct, this policy strictly prohibits harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, martial status, sex, gender, gender identity, gender expression, age, sexual orientation, and military and veteran status or any other category by

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applicable local, state or federal law. By way of Illustration only, and not limitation, prohibited harassment includes:

- Racial slur, epithets, and any other offensive remarks;
- Sexual or racial jokes, whether written, verbal, or electronic;
- Threats, intimidation, and other menacing behavior;
- Other verbal graphic, or physical conduct; and
- Other conduct predicated upon one or more of the protected categories identifies in this policy.

Complaint Process and Investigation

Your notification of the problem is essential to us. We cannot help resolving discrimination or harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/ or problems to our attention so that we can take whatever steps are necessary to address the situation.

If you feel that you are being discriminated against or harassed by another Employee, supervisor, manager or third-party doing business with Company, you should **immediately contact** Sci- Tek Staffing . In addition, if you observe discrimination or harassment by another Employee, supervisor, manager or non-Employee, please report the incident immediately to Sci- Tek Staffing . Managers or supervisors who receive complaints of unlawful discrimination or harassment must immediately report any such complaints to Sci- Tek Staffing .

The Company takes complaints of unlawful discrimination and harassment seriously. Such complaints will be promptly investigated in a fair and through manner that is documented and provides all parties with due process. The Company will reach a reasonable conclusion based on the evidence obtained during the investigation. Further, the Company will treat such complaints with as much confidentiality as possible, consistent with both the need to conduct a fair and thorough investigation and the need comply with the National Labor Relations Act. If, upon the conclusion of the Company's investigation, a violation of this Policy is found, the Company will proactively take appropriate corrective/remedial measures.

The Company prohibits all Employees from hindering internal investigations and this Policy's internal complaint procedure.

UNLAWFUL RETALIATION IS PROHIBITED

The Company prohibits retaliation for filling a complaint under this policy or for participating in the investigation of a harassment or discrimination complaint. If you perceive retaliation or believe you are

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being retaliated against for either making a complaint or for your participation in a discrimination or harassment investigation, you should **immediately contact** Sci-Tek Staffing **to discuss your complaint.** Complaints of unlawful retaliation will be promptly investigated in a fair and thorough manner that is documented and provides all parties with due process. If, upon the conclusion of the Company's investigation, a violation of this policy is found, the Company will proactively take appropriate corrective/remedial measures.

EMPLOYEE ACKNOWLEDGEMENT

This will acknowledge that I received a copy of the Company's Discrimination, Harassment and Retaliation Policy (Policy). I understand that the Company prohibits unlawful discrimination, harassment, and retaliation and that such conduct is NOT tolerated in the workplace, I also understand that the Policy contains a complaint process for discrimination, harassment, and retaliation complaints. I agree to comply with this policy and understand that any violation of this policy may lead to discipline up to and including immediate termination.

Employee's Full Name: _____

Employee's Signature: _____

Date : _____/_____/_____