**Policy Against Discrimination and Harassment**

**Purpose**

CORE believes in respecting the dignity of every employee and expects every employee to show respect for all of our colleagues, customers, and vendors.  Respectful, professional conduct furthers the company’s mission, promotes productivity, minimizes disputes, and enhances our reputation.  Accordingly, this policy prohibits any discrimination or harassment that is based on an individual’s protected status.

“Protected status” means race, color, religion, gender, national origin, creed, age, disability, ancestry, medical condition, marital status, military status, citizenship status, sexual orientation, gender identity, or any other legally protected status of an individual, or that individual’s associates or relatives.

CORE will not tolerate any form of discrimination or harassment that violates this policy.

**Coverage**

This policy forbids any employee, supervisor, partner, officer, director, vendor, client, contractor, applicant, or agent of the Company to discriminate against or harass any employee, supervisor, partner, officer, director, vendor, client, contractor, applicant, or agent of the Company, in any aspects of its business.

**Corrective Action**

Any individual who engages in discrimination or harassment is subject to corrective action.  Corrective action includes, but is not limited to, the following:

* Verbal warnings.
* Written warnings.
* Suspension.
* Discharge.

The company will decide what corrective action will be taken based on the specific facts of each situation.

In addition to being subject to corrective action, if you engage in discrimination or harassment you may be legally liable to pay damages to your victim.

**Worldwide Operations**

This policy is to be implemented in worldwide operations.  The procedures described below are to be implemented in the United Sates and cover all U.S. expatriates assigned outside the territorial United States. For non-U.S. company operations, the principles and intent of the policy should be followed as closely as possible according to legal constraints, employee relations requirements, and common business practices existing within individual countries.

**Prohibited Conduct**

The company prohibits discrimination against any employee or applicant for employment because of the employee’s or applicant’s protected status.

The company will act affirmatively to ensure that: applicants are considered for employment only on their qualifications to meet the requirements of the job; persons hired will be treated equally in all aspects of employment and employee relations matters, including but not limited to: promotions, demotions, transfers, work-force reductions, terminations, salary increases, rates of pay, training, participation in any company sponsored programs, and all conditions or privileges of employment.

No one may harass anyone because of that person's protected status.

Among the types of verbal, physical, or visual conduct prohibited by this policy are epithets, slurs, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status.  Even where the conduct is not sufficiently severe or pervasive to constitute legally actionable harassment, the company prohibits any such conduct in the workplace.

**Sexual Harassment**

Sexual harassment is a problem that requires special mention.  Harassing conduct based on gender often is sexual in nature but sometimes is not.  This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature.  Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or are of different genders.

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.  Examples of gender-based harassment forbidden by this policy include  (1) offensive sex-oriented verbal kidding, teasing, or jokes; (2) repeated unwanted sexual flirtations, advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual’s appearance or sexual activity; (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons, or posters; (6) unwelcome pressure for sexual activity; (7) offensively suggestive or obscene letters, notes, invitations, voice mail or email messages; or (8) offensive physical contact such as patting, grabbing, pinching, or brushing against another’s body.

The policy covers harassment regardless of whether the harasser is the victim’s employer, manager, coworker, employee, applicant, or a non-employee. (For purposes of this policy, a non-employee is any individual representing a vendor, subcontractor, supplier or consultant who during his/her course of business interacts with a company employee.)

**Employee Responsibility**

Everyone at the company can help assure that our workplace is free from prohibited discrimination or harassment.  Everyone is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited discrimination or harassment; no employees, not even the highest-ranking people in the company, are exempt from the requirements of this policy.  Every employee is strongly encouraged to inform any person in the workplace whose conduct the employee finds unwelcome.  Any manager or supervisor who is aware of conduct inconsistent with this policy or who receives a report of conduct inconsistent with this policy is to report immediately to the Human Resources Manager.  Nonetheless, every employee who reports harassment under this policy should make every effort to make that report directly to the Human Resources Manager or their direct supervisor immediately.

**Reporting Procedures**

If you feel you have experienced or witnessed any conduct that is inconsistent with this policy, you should immediately notify the Human Resources Manager or direct supervisor.  These are the individuals who are authorized by this policy to receive and act upon complaints of discrimination or harassment on behalf of the company.  This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.

**Company Response**

All reports describing conduct that is inconsistent with this policy will be investigated promptly.  The company may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation proceeds.  The company will take further appropriate action once the report has been thoroughly investigated.  That action may be a conclusion that a violation occurred, as explained immediately below.  The company might also conclude, depending on the circumstances, either that no violation of policy occurred or that the company cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the company will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved.  The company may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy.  If the person who engaged in harassment is not employed by the company, then the company will take whatever corrective action is reasonable and appropriate under the circumstances.

**Filing Legal Claims**

Consistent with this policy against workplace discrimination and harassment, the company maintains posters on its bulletin boards that refer to legal definitions of discrimination and harassment.  These posters identify governmental agencies to contact for information on how and when to file administrative claims.  Using the company complaint process does not keep an employee from filing a claim with a state governmental agency or with a federal agency such as the EEOC.  The time period for an EEOC filing is 180 or 300 days from the harassment.  The time period for filing a claim continues to run during a company investigation.  Our policy strongly encourages immediate notice of problems to the company officials listed above, so that we may address and resolve any problems without waiting for any legal proceedings to run their course.

**Policy Against Retaliation**

The company forbids that any employee treat any other employee or former employee or applicant adversely for reporting discrimination or harassment, for assisting another employee or applicant in making a report, for cooperating in a discrimination or harassment investigation, or for filing an administrative claim with the EEOC or a state governmental agency.  All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

**Confidentiality**

In investigating and in imposing any discipline, the company will attempt to preserve confidentiality to the extent that the needs of the situation permit.

Affirmative Action/Equal Employment Opportunity Employer

This organization has an approved Affirmative Action Program which is available for review upon request from your Human Resources office during normal business hours or by appointment.

As an affirmative action employer, we also invite any employee or applicant for employment who is handicapped, a disabled or a Vietnam era veteran to identify himself/herself to be covered by these Affirmative Action programs. Status as handicapped, disabled or Vietnam era veteran can be declared on the Voluntary Declaration Form, which can be obtained from the Human Resources office. This declaration can be made at any time when a change in your health condition occurs. This information is confidential and can only be used for affirmative action compliance, safety precautions or accommodation purposes.

As an Equal Employment Opportunity Employer, we are committed to making reasonable accommodations for an individual's disability and maintaining a harassment-free work environment.

**Acceptance of Policy**

All company employees have a personal responsibility to conduct themselves in compliance with this policy and to report any observations of conduct inconsistent with this policy.  If you have any questions concerning this policy, then please contact the Human Resources Manager.

By signing below, you are stating you understand and agree to comply with this policy.

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**Print Name**

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**Signature**

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 **Date**