



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: race, color, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, citizenship status, marital status 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.

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 feelings of others.***

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Sexual Harassment or Harassment Based on Gender Identity or Sexual Orientation – Sexual harassment (whether opposite-sex or same-sex, based on gender identity or sexual orientation) 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; “sexist” or “discriminatory” comments or behavior (in other words, conduct that demeans other individuals because of the sex, gender identity, or sexual orientation, even if not vulgar, lewd, or sexually provocative); 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 harassment, including but not limited to, any of the above.

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, 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.

Special note about religion. It is not a violation of this Policy for employees to discuss religion, or to read or view religious materials, at work during non-working time. However, excessive “preaching” that is unwelcome to others, or adverse treatment of others because of their beliefs, different beliefs, or lack of belief, may be considered “harassment” within the meaning of this Policy.

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.

“Harassing” Use of Electronic Communications - For purposes of this policy, “Electronic Communications” includes use of the company computer system, use of the company email system, use of a personal computer, use of a portable electronic device whether personal or issued by the Company, use of a personal email account, text messaging, instant messaging, use of the internet, and use of any social media, including Facebook. Harassment through the use of Electronic Communications is prohibited, whether the harassment occurs via a company-issued computer or device, or whether it occurs via the employee’s personal computer or device.

This policy protects employees from harassment by other employees, as well as harassment by customers or vendors of the Company, or any other person or entity who is in a business relationship with the Company. It also prohibits employees from harassing other employees, as well as customers, vendors, or any other persons or entities who are in a business relationship with the Company.

Use of Electronic Communications for any harassing purpose (as defined above) will be treated as a violation of this No-Harassment Policy. Examples of violations include the following:

- ❑ Using email or text messaging to transmit messages, jokes, or other material that is defined as “harassing” in this Policy (***this includes forwarding or showing the material to others***)
- ❑ Viewing pornographic or other offensive material (such as racist websites) on company computers, including company-issued laptop computers
- ❑ Electronic “pranks” or harassment by social media – based on the protected status of the victim (race, sex, gender identity, sexual orientation, national origin, age, disability, religion, or any other protected characteristic), or in retaliation for a harassment complaint

If you receive an unwanted Electronic Communication, you should immediately notify your EEO Officer at 1-800-522-4311 who will work with the IT department and possibly others, to resolve the situation. Do not destroy or delete the communication until you are instructed to do so, but do not forward it or show it to anyone else in the meantime. If for any reason you are not comfortable notifying your EEO Officer, then you should notify your Region Manager.

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 believe that you have been or are being harassed or when you believe someone else has been or is 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. ***No employee will be punished for bringing a good-faith 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.

An effective No-Harassment policy depends on all of us, working together, to address this very important subject.

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.