



## DESIGN FITNESS POLICY

<b>Policy Name:</b>	<b>ANTI-HARRASSMENT POLICY</b>				
<b>Approval Authority:</b>	DARLA HOLLMANN	<b>Adopted:</b>	06 2020	<b>Reviewed:</b>	06 2020
<b>Revision Dates:</b> Initial 06 2020					

### Purpose

This Directive is intended to prohibit and prevent harassment by Design Fitness (DF) employees and representatives (including contractors, volunteers, vendors, clients, and visitors) and to promptly correct any harassment that occurs. It is a goal of DF to maintain an environment that recognizes the inherent worth and dignity of every individual and fosters tolerance, sensitivity, understanding, and mutual respect.

### Policy

Design Fitness is committed to maintaining a working environment that is free from all forms of unlawful harassment and discrimination based on an individual's gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, protected veteran status, sexual orientation, gender identity, or any other legally protected characteristic. Any action which interferes with DF's ability to provide a safe and harassment-free environment for its employees/representatives will not be tolerated.

Employees who violate this policy will be subject to corrective action, up to and including termination. Each employee is responsible for fostering civility and right relationships, and for refraining from conduct that violates this policy in the workplace and in any work-related setting outside the workplace (e.g., business trips, business meetings, and business-related social events).

### Sexual Harassment

All DF employees and representatives (including contractors, volunteers, vendors, clients, and visitors) are prohibited from harassing any DF employee/representative based on that individual's sex or gender (including pregnancy and gender identity) and regardless of the offender's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or 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.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The offender or the victim of unlawful harassment may be either a male or female. Also, sexual harassment can involve individuals of the same or the opposite sex.

Although not exhaustive, the following are examples of conduct that may violate DF's policy when unwelcome, and sometimes even when the conduct is welcome:

- Engaging in sexual flirtation, touching, advances or proposition.
- Verbal abuse of a sexual nature which includes, but is not limited to slurs, jokes, posters.
- Making graphic or suggestive comments about an individual's dress or physical appearance.
- Using sexually degrading words to describe a co-worker.
- Displaying sexually suggestive objects or materials, such as sexually explicit photographs, cartoons or drawings or written jokes.
- Making a comment or spreading a rumor that embarrasses, ridicules or demeans an individual because of their gender, gender identity or sexual orientation.
- Threatening or insinuating, either explicitly or implicitly, that a co-worker's refusal to submit to sexual advances shall adversely affect his/her continued employment, performance evaluation, wages, advancement, assigned duties, or any other privilege or condition of employment.
- Showing favoritism to one co-worker based on a personal sexual relationship by offering advancement or other opportunities not made available to other similarly situated co-workers. Comments, actions, or types of behavior that are threatening, insulting, intimidating or discriminatory and upset the workplace environment.
- Inappropriate emails, social media posts, phone calls or jokes.

#### Other Harassment in the Work Environment

This anti-harassment policy applies equally to harassment based on marital status, pregnancy, race, color, ethnicity, religion, national origin, age, sexual orientation, gender identity, disability, protected veteran status, or any other legally protected characteristic.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, YouTube, etc.).

The list above is illustrative only, and not exhaustive. No form of harassment will be tolerated.

### **Complaint Procedure**

Any Design Fitness (DF) employee or representative (including contractors, volunteers, vendors, clients, and visitors) who experiences or observes harassment in violation of this policy should immediately seek assistance by informing the DF owner or manager. DF will conduct a prompt and thorough investigation of the allegations. DF will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if appropriate. To the greatest extent possible, DF will maintain the confidentiality of the investigation.

DF is committed to enforcing this policy against all forms of harassment. However, the effectiveness of DF's efforts depends largely on employees/representatives telling DF about inappropriate workplace conduct. If an employee/representative feels that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees/representatives do not report harassing conduct, DF may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

### **Retaliation Prohibited**

This policy seeks to encourage all DF employees/representatives to report and address conduct that may violate this policy. Retaliation against any employee/representative for reporting or complaining of harassment, encouraging one to file a complaint, participating in an investigation, or enforcing this policy is strictly prohibited. Any employee regardless of position or title, whom the investigator determines has engaged in acts of reprisal or retaliation, will be subject to corrective action, up to and including immediate termination.

Note: This policy shall not be used to bring knowingly false or malicious charges against any employee/representative. Such behavior from a DF employee may subject the employee to corrective action up to and including immediate termination.