

RULE V -A

SEXUAL HARASSMENT

Sexual Harassment Policy

The Company prohibits all forms of harassment of its employees, staff members and third parties. Accordingly, all members of the Company are asked to conduct themselves in a professional manner at all times and to not engage in conduct which might be construed as offensive by others. Prohibited conduct includes any form of physical or verbal abuse or harassment on any basis including race, sex, age, religion disability, national origin or any other protected status.

Sexual harassment includes unwelcome verbal or physical conduct towards another that is sexually offensive, vulgar, derogatory, or suggestive to an unwilling party. It can include vulgar jokes, suggestive comments, inappropriate touching, and other similar behavior which is unwelcome by the other person or persons. In order to avoid potential problems or misunderstandings in this area, Company employees are asked to conduct themselves in a professional manner at all times, and those who find the conduct of others offensive should immediately make it clear to the offending person that they do find the conduct offensive. Sexual harassment includes any sexually offensive conduct based on sex, regardless of whether such conduct is engaged in by a male towards a female, female towards of male, or between persons of the same gender.

Any Company employee who feels that he/she has been subjected to harassment in violation of this policy is encouraged and confidentially report it to any one of the following: Immediate Supervisor

Incidents of alleged harassment will be promptly investigated as confidentially as possible, and appropriate action will be taken. If management is not informed of conduct which violates this policy, it cannot deal with such conduct.

If the Company determines that an employee engaged in harassing conduct or any inappropriate conduct, appropriate action will be taken against the offending employee, up to and including termination of employment. If the harassment is engaged in by a person other than an employee, management will attempt to take appropriate action to remedy the problem.

The Company prohibits any form of retaliation against any employee for making a bona fide complaint under this policy or for assisting in a complaint investigation. No Company member has the authority to condition or base any employment action on another employee's participation in sexual conduct or behavior.