



## **Anti-Harassment/Non-discrimination Policy**

Preservation Partners Management Group, Inc. ("Company") is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate any form of harassment or unlawful discrimination against our employees by anyone, including supervisors, other employees, vendors, clients, or customers. All employees are expected to avoid any behavior or conduct that could reasonably be interpreted as unlawful harassment of employees or persons, who do business with the Company,

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. Harassment includes conduct that denigrates or shows hostility or aversion toward an individual because of his or her protected status or that of his or her relatives, friends, or associates.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex or gender may constitute sexual harassment. This conduct is unlawful when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include such actions as: sex-oriented verbal "kidding," "teasing," or jokes; foul or obscene language or gestures (even if between persons of the same gender); display of four or obscene printed or visual material; physical contact such as patting, pinching, or brushing against another body; and demands for sexual favors. While such conduct generally can amount to sexual harassment only if it is both unwelcome and either severe or pervasive, the company nonetheless discourages any such conduct in the workplace, regardless of the circumstances.

Everyone at the Company, and especially each manager, is expected to avoid any behavior or conduct that could be interpreted as unlawful harassment. All employees should also understand the importance of informing an individual whenever that individual's behavior is unwelcome, offensive, in poor taste, or inappropriate.

If you feel that you have experienced or witnessed discrimination or harassment, you are to immediately notify your manager and/or Human Resources who will take steps to ensure that your report is properly investigated. Please refer to the Company's Employee Handbook for the Company complaint procedure and details that should be included in the complaint. There will be no retaliation against anyone for reporting discrimination or harassment, or for cooperating with an investigation of a complaint of discrimination or harassment.

The policy of the Company is to investigate each complaint promptly and to keep complaints and the results of our investigation confidential to the fullest extent practicable. If an investigation confirms that a violation of this policy has occurred, then appropriate corrective actions, including disciplinary measures, will be taken. The Company will advise interested parties of the outcome of an investigation, although not necessarily all details of the actions the Company has taken to maintain a harassment-free environment.

**EMPLOYEE ACKNOWLEDGEMENT**

I, the undersigned employee of the Company, hereby confirm and acknowledge that I have read and understand the above Anti-Harassment and Non-Discrimination Policy. I agree to abide by it and understand that any violation of it will be grounds for the immediate termination of my employment.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

Property: \_\_\_\_\_