

## Sexual and Other Unlawful Harassment

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### Unlawful Harassment Policy

PIRE is committed to maintaining a work environment that is free from unlawful harassment. PIRE's policy applies to all persons involved in the operations of PIRE and prohibits harassment by any PIRE employee, including coworkers, supervisors, managers, as well as third parties such as vendors, clients, independent contractors, suppliers, and any other persons. PIRE prohibits harassment on the basis of race, color, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, religious creed (including religious dress and grooming practices), marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, genetic information and characteristics, sexual orientation, gender identity or expression, military or veteran status, or any other basis protected under federal, state, or local laws. Violation of this policy will result in discipline, up to and including termination.

### Prohibited Harassment

Prohibited harassment in employment may take many different forms. Some examples are:

- Verbal conduct such as epithets, derogatory comments, slurs, unwanted comments, or jokes;
- Visual conduct such as derogatory or inappropriate posters, cartoons, drawings, websites or gestures;
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with the work of another individual; and,
- Threatening or demanding that an individual submit to certain conduct or perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion.

### Sexual Harassment

Sexual harassment warrants special emphasis and will not be tolerated by PIRE. Sexual harassment may take various forms. It may include behaviors listed above with a sexual connotation, but also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as 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; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

## Policy Against Abusive Conduct

PIRE defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” PIRE will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

When an allegation of bullying is made, the intention of the alleged bully may be irrelevant and will normally not be given consideration when determining an appropriate response, including discipline. As with harassment, it is the effect of the behavior upon the individual that is important. PIRE considers the following types of behavior to be some non-exhaustive examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks; excessive “prank” jokes or teasing of an employee.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Performance bullying: Unwarranted or invalid criticism; blame without factual justification; excessive performance monitoring; sabotage of a co-worker’s work product or undermining of an employee’s work performance.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities; and being treated differently than the rest of your work group.
- General: Any other conduct that a reasonable person would find hostile, offensive, threatening, intimidating, and/or humiliating and unrelated to PIRE’s legitimate business interests.

PIRE considers workplace bullying unacceptable and will not tolerate it under any circumstances. Managers and supervisors assume the responsibility to ensure employees are not bullied. Any employee who bullies a co-worker will be subject to disciplinary action, up to and including termination of employment.

PIRE prohibits any abusive conduct in the workplace. “Abusive conduct” includes workplace conduct that a reasonable person would find hostile, offensive, and unrelated to PIRE’s legitimate business interests. It may also include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal, or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance.

PIRE encourages all employees to report workplace bullying to a member of management with whom you are comfortable speaking, or directly to Human Resources. All complaints of workplace bullying will be investigated promptly. In the investigation process, PIRE will attempt to maintain confidentiality to the extent possible. It is a violation of PIRE’s policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the workplace bullying allegation.

## Complaint Procedure

PIRE is committed to providing a workplace free of unlawful discrimination and harassment. If you feel that you have experienced or witnessed any unlawful discrimination, bullying and/or harassment, report the incident(s) immediately to Nicole Hollingsworth, Director of Human Resources, at [HR@PIRE.org](mailto:HR@PIRE.org).

PIRE will promptly review and thoroughly and fairly investigate complaints. While PIRE cannot guarantee absolute confidentiality, the employee's identity and report will be kept as confidential as reasonably possible for PIRE to investigate the complaint. If it is determined that evidence of a violation exists, PIRE will take prompt remedial action as warranted by the circumstances. This action may include disciplinary action, up to and including immediate termination.

PIRE strictly prohibits retaliation against any employee who brings a complaint of harassment or discrimination to the attention of management or who participates in any workplace investigation.

An employee, intern, volunteer, or contractor may contact the U.S. Equal Employment Opportunity Commission (EEOC) or applicable State agencies as an additional resource to lodge complaints.