



Discrimination & Harassment Policy Statement

It is Abator Information Services' policy to provide a workplace free of discrimination/harassment based on race, color, sex (including gender identity or expression), creed or religion, age, national origin, disability, marital status, sexual orientation, military or veteran status, genetic predisposition or carrier status, or any other classification protected by State, federal, or local law, rule or regulation, or executive order.

In keeping with this policy, Abator reaffirms that it will not tolerate such discrimination/harassment and that it will take the steps necessary to prevent and stop the occurrence of such conduct. Abator representatives and any third parties who interact with Abator in the workplace are expected to avoid any behavior or conduct that could be interpreted as discrimination/harassment based on membership in any of the above classes.

Discrimination is defined as the failure or refusal to hire, promote, or train an individual or treat that individual equally with respect to compensation, terms, conditions, or privileges of employment because of that individual's membership in any one of the above classes. Harassment based upon a person's membership in any of the above classes is included within the definition of discrimination.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is either explicitly or implicitly a term or condition of contract/employment, or
- Submission to or rejection of such conduct is used as the basis for contract/employment decisions affecting such representative/employee, or
- The conduct has the purpose or effect of unreasonably interfering with an representative/employee's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include but is not limited to expressed or implied sexual propositions; sexual innuendo; suggestive comments; sexually oriented "kidding", "teasing", or "practical jokes"; jokes about gender-specific traits; jokes about sexual orientation, jokes about perceived masculinity or femininity of individuals, foul or obscene language or gestures; display of foul, obscene, or sexually suggestive printed or visual material; physical conduct such as touching or patting; sexually oriented computer or phone mail messages; suggestive or obscene letters, notes, or invitations; inappropriate discussions of a person's physical appearance, or unwelcome gifts and attention.

The following are examples of conduct that may constitute harassment based upon membership in one of the above classes:

- Kidding or teasing related to membership in, or characteristic of one of the above classes, such as laughing at or mimicking someone's physical or mental impairment, foreign accent, etc.;
- Use of ethnic or racial slurs;
- Telling jokes that belittle a member of one of the above classes.

These examples comprise only a partial list of conduct that may be considered discrimination/harassment based on any of the other covered classes. If you have any questions about what behavior constitutes such discrimination/harassment, please contact the Abator Site Manager, Regional Customer Service Manager, Project Staffing or Joanne E. Peterson, President. Violations of this policy will not be permitted and will result in disciplinary action up to and including termination. Employees and consultants can be assured that no one will be retaliated against for either filing a complaint or participating in an investigation of harassment.

State, federal, or local law, rule or regulation, or executive order prohibits discrimination/harassment based on membership in the above classes. All Abator representatives, employees and any third parties who interact with Abator representatives in the workplace, such as vendors and independent contractors, are expected to avoid any behavior or conduct that could be interpreted as discrimination/harassment based on membership in such a class. If a third party is found to have committed such an act of discrimination/harassment against an Abator representative in the workplace, Abator will take all steps necessary to prevent and stop that behavior.

Please sign and return one copy of this policy statement, which will indicate your acknowledgment of receipt and compliance with this policy.