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## **MANCON, INC.'S POLICY PROHIBITING UNLAWFUL DISCRIMINATION AND HARASSMENT**

Management Consulting, Inc. ("MANCON") is an equal employment opportunity employer. It is dedicated to a policy of avoiding unlawful discrimination in employment because of race, color, age, sex or gender, gender identity, sexual orientation, religion, national origin, veteran status, genetic information, disability, or membership in any other protected class. Harassment based on membership in any protected class is also prohibited. This policy includes the prohibition of unlawful harassment in the workplace by another employee, a customer, a vendor or contractor, a visitor, and as to the working environment generally.

MANCON expects all employees to accomplish their work in a business-like manner. Therefore, unlawful discrimination or harassment is strictly prohibited while employees are engaged in any work activity, whether on MANCON premises or not. It is MANCON'S policy to deal with violations of this policy promptly and seriously.

Sexual harassment strictly prohibited by this policy includes unwelcome sexual advances, requests for sexual favors or other spoken, written or physical conduct of a sexual nature—

- (1) when submission to such conduct is made a condition of employment; or
- (2) when submission to or rejection of such conduct is used as the basis for an employment decision; or
- (3) when such conduct unreasonably interferes with an employee's work performance; or
- (4) when such conduct creates an intimidating, hostile or offensive work environment.

Examples of conduct prohibited by this policy include, but are not limited to, the following: unwanted touching or propositions; verbal abuse or degrading language, including "jokes" or email or text messages concerning an individual's membership in a protected class; suggestive comments about an individual's body or clothing; and the display of sexually suggestive objects or pictures, including nudity.

If any employee believes that the spoken, written or physical conduct of another employee, customer, vendor or contractor, or visitor is in violation of this policy, the employee must immediately report such conduct to MANCON'S Corporate Human Resource Office at 888-892-0787 or by email to [hr@manconinc.com](mailto:hr@manconinc.com), or to any MANCON manager or supervisor. To be clear, anyone who believes he or she is a victim of unlawful discrimination or harassment has a duty to report this right away.

Any complaints or concerns about unlawful discrimination or harassment will be treated seriously and will be quickly investigated and resolved as deemed appropriate under the circumstances. MANCON will treat all such reports as confidentially as possible, disclosing such reports only to those persons with a need to know.

MANCON will not retaliate in any way against any employee for making a report of alleged unlawful discrimination or harassment, or participating in MANCON'S investigation of a report, regardless of the outcome of MANCON'S investigation. MANCON also will not tolerate retaliation by the alleged harasser or any other employee. Any employee who violates this policy will be disciplined severely, up to and including discharge.

This policy prohibiting unlawful discrimination and harassment applies to all employees, customers, vendors or contractors, and visitors to MANCON'S offices and other work sites.

Any violation of MANCON'S policy prohibiting unlawful discrimination and harassment is grounds for discipline, up to and including discharge.