



JAMESON ANIMAL RESCUE RANCH

HARASSMENT-FREE WORKPLACE POLICY

JAMESON ANIMAL RESCUE RANCH (“The Company”) is committed to a workplace free of all forms of harassment, including sexual harassment. It is the policy of this organization to regard any unlawful harassment of employees or applicants for employment as a very serious matter. Unlawful harassment of any kind, including sexual harassment, in the workplace by any person is strictly prohibited.

SEXUAL HARASSMENT

Sexual harassment is defined as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is expressly or impliedly made a term or condition of employment; or (2) submission to, or rejection of, such conduct is used as the basis for an employment decision affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment is unlawful if it is related to a protected category, is unwelcome, and is severe or pervasive enough to create an intimidating, hostile, or offensive working environment that alters the conditions of work.

This definition includes many forms of offensive behavior, including harassment from the person of the same gender as the harasser. Sexual desire is not a necessary component of harassment. The following is a partial list of potentially harassing conduct:

- Unwanted sexual advances;
- Offering employment benefits (such as a raise, promotion or career advancement in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for an employee’s failure to engage in sexual activity;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct, such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons or posters;
- Sending or posting sexually-related messages, videos or messages via text, instant messaging, or social media;
- Improper language, such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee’s body or dress, sexually degrading words and suggestive or obscene letters, notes or invitations;

- Verbal sexual advances, requests, comments, or propositions;
- Physical conduct, such as touching, groping, assault, impeding or blocking movements; physical or verbal abuse concerning an individual's gender, gender identity or gender expression;
- Verbal abuse concerning a person's characteristics such as pitch of voice, facial hair or the size or shape of a person's body, including remarks that a male is too feminine or a woman is too masculine; and
- Retaliation for reporting harassment or threatening to report harassment.

OTHER FORMS OF HARASSMENT OR DISCRIMINATION

Harassment or discrimination based on any protected category or characteristic, including, but not limited to, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, pregnancy, childbirth, breastfeeding, gender, gender identity, gender expression, age, sexual orientation, and military or veteran status, is strictly prohibited. Prohibited conduct includes but is not limited to:

- Racial or ethnic slurs and any other offensive remarks;
- Jokes, whether written, verbal, or electronic;
- Threats, intimidation, and other menacing behavior;
- Inappropriate verbal, graphic, or physical conduct;
- Sending or posting harassing messages, videos or messages via text, instant messaging, or social media; and
- Other harassing conduct based on one or more of the protected categories identified in this policy.

The Company has a zero-tolerance policy regarding harassment or discrimination based on any legally protected characteristic. If you are not sure whether an incident constitutes harassment or discrimination, see Human Resources.

BULLYING

Bullying is strictly prohibited. Bullying is defined as abusive conduct or verbal abuse that is malicious and that a reasonable person would find hostile, offensive, and unrelated to Company business. Abusive conduct may 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. Any bullying conduct should be reported in a manner consistent with this policy.

COMPLAINT PROCEDURE

The Company promptly, thoroughly, and impartially investigates all complaints regarding harassment or discrimination.

If you believe that you have been harassed or discriminated against or if you witness harassment or discrimination directed towards someone else, do not tolerate the situation. If you are comfortable, you should firmly and clearly tell the person to stop engaging in the conduct. You must also immediately report it. This is true even if you are unsure whether the conduct is harassment or discrimination.

Employees should also provide a written or an oral complaint to any supervisor, any manager or to one of the Founders as soon as possible. Employees do not need to complain directly to their immediate supervisor. Any managerial employee who becomes aware of an alleged incident of unlawful harassment must report it to the Founder(s).

If an employee's complaint involves one of the Founder(s) the complaint should be made directly to Chairperson of the board of director. The Chairperson shall investigate the complaint and make a report to the Board. If the complaint is unsubstantiated, the complainant and the Founder(s) shall be so advised. If it appears that there may be a basis for the complaint, the complaint shall be presented to the Board for further investigation and remedial action where appropriate.

In a written or oral complaint, provide as much detail as possible, including but not limited to:

- Date and time;
- Location;
- Detailed description of the conduct;
- Individuals involved;
- Witnesses;
- Documents, emails, videos, and/or text messages; and
- Similar prior conduct, if any.

Your notification of the problem is essential to us. We cannot help resolve a problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so we can take whatever steps are necessary to address the situation. The Company takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a matter in good faith.

The complaint should be as detailed as possible and should include details of the incident(s), names of the individuals involved and the names of any witnesses.

All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter, although complete confidentiality cannot be guaranteed.

While the investigation proceeds, the Company may put reasonable interim measures in place, including but not limited to, a leave of absence, suspension, change of shift, or transfer. The failure or refusal of any employee to cooperate in a Company investigation of alleged wrongful conduct may subject the employee to disciplinary action, up to and including termination.

All incidents of sexual harassment or discrimination that are reported will be investigated, even if the alleged victim expresses a desire that the Company not investigate. One of the Founders or another qualified investigator will conduct a fair, impartial, timely and thorough investigation in a manner that provides all parties appropriate due process and reaches a reasonable conclusion based upon the facts and the evidence collected. All complaints and investigations will be documented and tracked for reasonable progress.

At the conclusion of the investigation, a determination will be made regarding whether the alleged harassment or discrimination occurred. If the Company determines that harassment or discrimination has occurred, all appropriate options for remedial action and resolution will be considered. Appropriate action will be taken to respond to the complaint and stop the harassment or discrimination from recurring, including but not limited to verbal warnings, remedial training, suspension with or without pay, demotion, transfer, and termination. A response to the complainant and closure of the investigation will occur in a timely manner.

The California Department of Fair Employment and Housing (www.dfeh.ca.gov) and the Equal Employment Opportunity Commission (www.eeoc.gov) are additional avenues for employees to lodge complaints. These agencies will independently investigate and prosecute complaints of harassment, discrimination, or retaliation in employment. Monetary and non-monetary relief may be awarded in meritorious cases.

The Company also prohibits retaliation against any employee because of: (1) the employee's reasonable and good faith opposition to a practice the employee believes to constitute employment discrimination or unlawful harassment; (2) the employee lodging a discrimination or a harassment complaint; or (3) the employee's participation in a discrimination or a harassment investigation, proceeding or hearing. Such conduct is prohibited even if the allegations are not substantiated by the Company's investigation.

This policy also prohibits retaliation against an employee who is a family member of a person who participated in, or is perceived to have participated in, legally protected conduct. Any adverse action meant to retaliate for such conduct is unlawful. Employees who believe that they have been retaliated against in violation of this policy should use the procedure set forth above.