

## **Unlawful Discrimination and Harassment**

Spring Institute strives to create and maintain a work environment where all individuals are treated with respect. Spring Institute prohibits all forms of unlawful discrimination and harassment, and expects the cooperation of all employees in making this policy work. Spring Institute can provide a discrimination-free and harassment-free work environment only through the assistance and cooperation of every employee. Questions about this policy should be directed to Management.

### **(1) Equal Employment Opportunity**

Equal employment opportunity is Spring Institute's policy. It is our policy to select the best-qualified person for each position in the organization. All qualified applicants will be considered for employment and advancement without regard to race, color, religion, creed, belief, age, sex, marital status, sexual orientation, handicapping condition, veteran status, national origin, citizenship status, political affiliation, or any other basis protected by applicable laws. Equality of employment opportunity pertains to, but is not limited to, position vacancy, advertising, recruiting, hiring, placement, promotion, transfer, compensation, training, benefits, and termination of employment.

Employees should raise any concerns they might have regarding possible discrimination in accordance with the complaint procedure described in the personnel policies handbook. No retaliation will be permitted against anyone who in good faith brings forth a complaint of possible discrimination.

### **(2) Disability Accommodation**

Spring Institute complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. Spring Institute will make reasonable accommodations for qualified employees with known disabilities to the extent required by law. If you need a reasonable accommodation, you should contact Management. Management will work with the appropriate supervisors to review the request and evaluate possible accommodations.

### **(3) Harassment, Inappropriate Conduct and Offensive Behavior**

Spring Institute is committed to maintaining a work environment that is free from unlawful discrimination and harassment, including unlawfully intimidating, hostile, or offensive conduct. Harassment and other inappropriate conduct that is based on, or is directed toward someone because of regard to race, color, religion, creed, belief, age, sex, marital status, sexual orientation, handicapping condition, veteran status, national origin, political affiliation, or any other unlawful basis is against the company's policy and will not be tolerated. Voice-mail and electronic communications (such as e-mail and Internet use) are covered by this policy in the same manner as other communications and actions.