



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1 of 1
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"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Workplace Anti-Harassment

### Purpose

To establish policies and reporting procedures to protect employees from workplace Harassment or a Hostile Work Environment.

### Policy

It is the policy of GSI to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. GSI strictly prohibits and does not tolerate unlawful harassment against employees or any other person.

### Procedure

Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including but not limited to, harassment for the following reasons: race, national origin, citizenship, religion, physical or mental disability, pregnancy, age, military status, gender, or sex. Special attention should be paid to the prohibition of sexual harassment. No employee in this organization is exempt from this policy. Employees who violate this policy are subject to discipline up to and including termination.

All forms of illegal harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, or non-employees is also prohibited. This conduct includes but is not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances or propositions.
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references.
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's personal appearance.
- The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct, or other offensive conduct, directed at individuals is prohibited. Any employee who believes that they have been subjected to this conduct has a responsibility to report or complain about the situation as soon as possible to their immediate GSI supervisor or the **Corporate HR department. 1-888-423-5855**

Any employee who has a complaint of alleged sexual harassment or other form of harassment by anyone at work, including supervisors, co-workers, or non-employees, must bring the problem to the

attention of their GSI supervisor and the Sr. Director of Corporate HR Department as soon as possible after the occurrence. If the complaint involves the supervisor, it should be taken to the next level of management.

All employees are expected to cooperate in any investigation of harassment.

### **Complaint Procedure**

Employees who have witnessed harassment or who believe that they have been subjected to harassment should immediately notify either their GSI supervisor or the Corporate Human Resources Department. All reports of harassment will be investigated promptly and thoroughly by a person who is not involved in the alleged harassment.

In response to a complaint of harassment, GSI will conduct an immediate, thorough and objective investigation. GSI, to the extent possible, will protect the confidentiality of harassment complainants. If GSI determines that a violation of this policy has occurred, it will take corrective and preventative actions where necessary. A determination regarding the harassment alleged will be made and communicated to the person complaining of harassment as soon as possible.

GSI strictly prohibits retaliation against employees who make complaints pursuant to this policy or who participate in the investigation of a violation of this policy. An employee who brings a complaint of harassment to the attention of GSI in good faith will not be subject to retaliation as a result of reporting the harassment. No cooperating witness involved in the investigation of a harassment complaint will be subject to retaliation. Failure on the part of the manager to report allegations of harassment will lead to disciplinary action if it is determined that a supervisor had knowledge but did not report the harassment to the appropriate manager or department.

Any employee providing false information under this policy, interfering or failing to cooperate with the company's investigation or retaliating against anyone involved will be subject to appropriate disciplinary action, up to and including termination.