



## Equal Employment Opportunity and Policy Against Harassment, Discrimination, and Retaliation

### Equal Opportunity Employer

C & R Management Company is an equal opportunity employer and makes employment decisions based on merit and the Company's needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values. The Company does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person on the basis of: race, color, religion, national origin, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), age (40 and over), disability, military status, genetic information, sexual orientation, gender identity or expression, vaccination/immunization status, or any other characteristic or expression protected by applicable law.

Harassment is a form of discrimination and similarly prohibited. Unlawful harassment includes verbal, physical or visual conduct that has the purpose or effect substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Harassment may take many forms, but the most common forms include:

- verbal harassment (e.g., jokes, epithets, slurs, negative stereotyping, and/or unwelcome remarks about an individual's body, color, physical characteristics, appearance, or sexual practices, or gossiping about sexual relations);
- physical harassment (e.g., physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, or leering at a person's body); or
- visual harassment (e.g., offensive or obscene pictures or emails, texts, emojis, images, gestures, display of sexually suggestive objects, unwelcome notes, or any other material that denigrates or shows hostility toward an individual because of a protected characteristic).

This policy applies to all employees, including managers and supervisors and to non-employees such as customers, vendors, contractors, third parties, etc.

### Sexual Harassment

C & R Management Company is committed to maintaining a workplace free from sexual harassment. Sexual harassment will not be tolerated. Sexual harassment violates our policies, is potentially unlawful, and may subject C & R Management Company to liability for harm to victims of sexual harassment. Harassers may also be subject to personal liability. Employees at every level who engage in sexual harassment, including managers who engage in sexual harassment or who allow such behavior to continue, will be disciplined.



**Definition of Sexual Harassment** - Sexual harassment is a form of sex discrimination and is unlawful. Sexual harassment includes harassment based on sex (including same sex), sexual orientation, or gender identity.

Sexual harassment includes unwelcome conduct that is either of a sexual nature, or that is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes words, signs, jokes, pranks, intimidation, or physical violence of a sexual nature directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit statements, or sexually discriminatory remarks.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment, or any other terms, conditions, or privileges of employment.

Anyone who feels harassed should report immediately using the Complaint Procedure within this policy so that any violation can be corrected promptly.

#### Examples of Sexual Harassment

- Physical acts of a sexual nature, such as:
  - Touching, pinching, kissing, hugging, brushing against another employee's body
  - Rape, sexual battery, molestation
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job
  - Subtle or obvious pressure for unwelcome sexual activities
- Sexually oriented gestures, noises, remarks, or jokes, or comments about a person's sexuality or sexual experience
- Sex stereotyping, such as when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:



- Displaying or sharing pictures, posters, calendars, graffiti, objects, or other materials that are sexually demeaning or pornographic, including displays on workplace computers, company cell phones or personal cell phones

## Anti-Retaliation

The Company prohibits retaliation against any employee for reporting any complaint in good faith or for participating in a complaint investigation under this policy. Any suspected retaliation by one accused of harassment or discrimination, or by anyone else, will be promptly and thoroughly investigated. If a complaint of retaliation is substantiated, the Company will take appropriate disciplinary action up to and including termination.

## Disability, Gender Identity, Pregnancy, and Religious Accommodations

As part of our commitment to equal opportunity and nondiscrimination, C & R Management Company provides reasonable accommodations for qualified employees with known disabilities unless doing so would result in an undue hardship to the Company or cause a direct threat to health or safety. The Company provides reasonable accommodations for employees based on gender identity in relation to our dress/grooming standards and our facilities, and for employees based on pregnancy, childbirth, breastfeeding or related conditions, and for employees whose religious belief, practice, or observance conflicts with a workplace requirement unless doing so would result in an undue hardship to the Company. Employees needing such accommodation are instructed to contact Human Resources at (801) 580-5848.

## Complaint Procedure for Complaints of Discrimination, Harassment, or Retaliation

If you believe you have been subjected to any conduct that violates this policy, or you witness any such conduct toward anyone else, you must immediately report the conduct using this complaint procedure so that the Company can timely investigate and take appropriate corrective action.

You should bring the matter to the Company's attention promptly so that any concern of harassment, discrimination, or retaliation can be investigated and addressed appropriately. Please report to your General Manager, Area Supervisor, Human Resources at (801) 580-5848, the Director of Operations at (801) 231-3272, or our confidential 24/7 concern line at (877) 503-1860, [code 5187](#).

Managers must report any complaints of misconduct, including harassment, discrimination, or retaliation, to Human Resources or the Director of Operations as soon as possible.

The Company will promptly and thoroughly investigate all complaints in a fair and impartial manner. The investigation will be documented. The Company will keep all information disclosed during the investigation confidential, except as necessary to conduct the investigation, or in accordance with applicable law. All employees and supervisors have a duty to cooperate in the investigation. Failing to cooperate or deliberately providing false information during an investigation may result in disciplinary action, up to and including termination of employment. If the Company determines a violation of policy has occurred, it will take effective corrective action. If the Company determines that a manager has condoned or ignored potential violations of this policy, that in itself may warrant discipline action up to and including termination.