

SEXUAL HARASSMENT POLICY: “NO TOLERANCE”

Cherry Hill Glass does not tolerate sexual harassment. Cherry Hill Glass provides procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment. No person, employee or third party, no matter his or her title or position, has the authority, whether expressed, actual, apparent or implied, to commit sexual harassment.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature where such actions or allowance of such actions are made a condition of employment that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Examples include requiring a sexual act or favor to keep a job, to procure a job or raise, or to obtain a promotion.

Cherry Hill Glass prohibits, forbids, and does not tolerate any employee, manager or visitor, male or female, to harass an employee or non-employee participant in the workplace or to create a hostile or intolerable working environment by exhibiting, committing or encouraging:

- Unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to, requests, comments or innuendoes regarding sex, including sexual jokes, gestures, statements or stalking;
- Intentional or malicious physical conduct that is sexual in nature, including, but not limited to, touching, pinching, patting, brushing and/or pulling against another's body or clothes; and
- Physical assaults on other employees, including but not limited to rape, sexual battery, molestation, or any attempts to commit such acts or assaults.

Cherry Hill Glass will determine what constitutes sexual harassment based on a review of the facts and circumstances of each situation. Cherry Hill Glass reserves the right and hereby provides notice that third parties may be used to investigate claims of sexual harassment. You must cooperate in any investigation of workplace wrongdoing or risk termination. All employees, including supervisors and managers, will be subject to severe disciplinary action, up to and including discharge, for any act of sexual harassment they are believed to have committed.

Connecticut law and Cherry Hill Glass policy requires that supervisors receive two hours of sexual harassment prevention training. They are assigned a two hour course to comply with that law and, more importantly, to become more aware of their related obligations as a supervisor: the enforcement of and adherence to the Cherry Hill Glass sexual harassment policy.

Procedure for Reporting Sexual Harassment:

If you are sexually harassed, you must report the act of harassment to your immediate supervisor, Safety Director or upper management immediately. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.