

SABEL STEEL SERVICES

CORPORATE POLICY PROHIBITING SEXUAL HARASSMENT IN THE WORKPLACE

Our company strives to maintain a professional and harassment-free work environment and requests the highest standard of personal conduct of its employees. In keeping with this standard, sexual harassment within the workplace whether committed by employees or non-employees is strictly forbidden.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No supervisor shall suggest, threaten, or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct in the workplace that may create an offensive work environment, whether it be in the form of physical or verbal harassment, and regardless of whether committed by supervisory or non-supervisory personnel, is also prohibited. This includes, but is not limited to repeated offensive or unwelcome sexual flirtations, advances, propositions, continued or repeated verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, and the display in the workplace of sexually suggestive objects or pictures. Furthermore, employees may, without fear of reprisal, refuse to work with a non-employee who fails to refrain from sexual harassment.

Sexual harassment in the workplace by any employee will result in disciplinary action up to and including dismissal and may lead to personal, legal, and financial liability. Employees are encouraged to avail themselves of our internal Equal Opportunity prohibited form of harassment. Such internal complaints will be investigated promptly and corrective action will be taken where allegations are verified. Complaints may be made to Keith Sabel/President or to Janet Hinton/Human Resources Manager of our Company. No employee will suffer any form of penalty, retaliation or intimidation as a result of using the internal complaint procedure.

ACKNOWLEDGED RECEIPT OF THIS POLICY:

NAME _____ **DATE** _____