



ANTI-HARASSMENT & NON-DISCRIMINATION COMPLAINT RESOLUTION:

All personnel are responsible for helping to assure that the Company is kept free of unlawful harassment and discrimination. If any person experiences or witnesses workplace harassment or discrimination, they have an affirmative obligation to report such conduct to their supervisor, or Choice Employer Solutions Human Resources by calling (877) 315-0004 or email at clientservices@choicehr.com. Employees are not expected to report harassment to a person they believe is harassing or discriminating against them. In those situations report the conduct to the Company President or Choice Employer Solutions Human Resources.

It is understood that any person electing to utilize this complaint resolution procedure will be treated courteously. All harassment and discrimination complaints will be kept confidential to the extent possible, consistent with the conduct of a full and fair investigation. Communications will be made to others only on a limited "need to know" basis. Personnel violating confidentiality may be subject to immediate discipline.

The registering of a complaint may not be used against the employee, nor should it have an adverse impact on the individual's employment status. Filing a bad faith complaint and/or making an accusation that is shown to be intentionally false or in otherwise misrepresenting the facts including but not limited to complaints of harassment, discrimination, and other employment statute, and/or breach of business ethics may subject the complainant to immediate disciplinary action up to and including termination of employment.

We are committed to promptly and thoroughly investigate all harassment and discrimination complaints. If, after a thorough investigation, it is determined that a violation to this policy has occurred, immediate and appropriate disciplinary action up to discharge of employment may be taken. Appropriate follow-up steps will be taken to ensure that harassment and/or discrimination has stopped. In the event an employee is not satisfied with the results of the investigation, the employee may appeal in writing to an upper level executive of the company.

The Company will not tolerate sexual and other forms of unlawful harassment or discrimination. If you are aware of any scenario involving harassment or discrimination, you have the affirmative obligation to report it in accordance with this policy.