

[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]

EQUAL OPPORTUNITY/NO-HARRASSMENT POLICY

[firm name] is an equal opportunity employer and is committed to providing a work environment that is free of discrimination. To assure full implementation of and compliance with this policy, [firm name] seeks to ensure equal opportunity in all areas of recruiting, hiring, training, promotion, transfer, compensation and benefits, discipline, lay-off, termination and employer-employee relations. [firm name]'s policy will be to:

- Recruit, hire and promote for all employment positions and make all personnel decisions without regard to race, color, national origin, sex, religion, age, pregnancy, ancestry, sexual preference, marital status, physical or mental handicap or medical condition.
- Base decisions on employment and promotions solely upon an individual's qualifications, merit and ability to perform.
- Maintain a strict commitment that prohibits harassment on the basis of race, religion, sex, color, gender, age, mental or physical disability, medical condition, national origin, marital status, veteran status, sexual orientation, or any other characteristic protected under federal or state law or local ordinance.

Harassment may take many forms, but the most common forms include:

- *Verbal Harassment* such as jokes, epithets, slurs, negative stereotyping, an unwelcome remark about an individual's body, color, physical characteristics, appearance, or talent references to women such as "honey", "doll," or "sweetheart," questions about a person's sexual preferences, and patronizing terms or remarks;
- *Physical Harassment* such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, staring at a person's body and threatening, intimidating or hostile acts that relate to a protected characteristic;

- *Visual Harassment* such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawing and gestures, display of sexually suggestive or lewd objects, unwelcome writings, such as notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual, because of a protected characteristic, that is placed on walls, bulletin boards or elsewhere on firm premises or circulated in the workplace.

As described above [firm name] is committed to providing a work environment that is free of sexual harassment. There are two distinctive categories of sexual harassment.

- *Sexual Harassment* occurs when an individual's submission to or rejection of unwelcome sexual conduct is used as a basis for employment decision affecting that individual, including granting employment benefits;
- *Sexual Harassment* occurs when an unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive working environment, even if it does not lead to tangible or economic job consequences. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature on the part of partners, principals or any firm personnel. Comments or conduct that might be perceived as sexually offensive are to be strictly avoided.
- *Sexual Harassment* includes harassment of women by men, of men by women and same-sex gender based harassment. Violations of this policy, or any violation of any of the firm's anti-discrimination policy, may result in disciplinary action, up to and including dismissal.

Reporting – If you believe that the comments, gestures or conduct of any co-employee, supervisor or person doing business with or for [firm name] is offensive or violates the above policy, you should immediately report the facts of the incident to your immediate supervisor or to [identify firm point person on dealing with harassment charges]. The firm's policy is to immediately conduct a thorough, objective and complete investigation of the charge. At the conclusion of its investigation, including interviewing all witnesses and tangible information, it will attempt to determine whether unlawful harassment has occurred. [firm name] will look at the totality of circumstances, including the nature of the conduct and the context in which it occurred. The firm will, as promptly as possible, communicate its findings to the accused and the complainant, and the remedial action (if any) to be taken to the accused and complainant and, when appropriate, to other persons who are directly concerned.

If [firm name] determines that harassment has occurred, the firm will take remedial action commiserate with the severity of the offense. This action may include disciplinary action against the harasser, up to and including termination. Steps will be taken, as necessary, to prevent any further harassment.

No employee will suffer any reprisals or retaliation for reporting any incident of harassment, or perceived harassment, for making any complaints of harassment or for participating in any investigation of incidents of harassment or perceived harassment.