

SEXUAL HARASSMENT POLICY

STATEMENT OF POLICY- The organization is committed to a work environment that is free from all forms of sexual harassment, intimidation and coercion. Sexual harassment is illegal and is prohibited by state and federal law. The organization is bound to uphold these laws and, moreover, will not tolerate any form of harassment in the workplace.

PROHIBITED CONDUCT-Sexual harassment means any unwelcome sexual advance or request for sexual favors or any conduct of a sexual nature when:

- 1-submission to such conduct is made either explicitly or implicitly a term or condition of one's employment:
- 2-submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or:
- 3-such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, offensive or hostile work environment.

EXAMPLES of sexual harassment include, but are not limited to:

- * Unwelcome sexual flirtation, advances or sexual propositions:
- * Unwanted physical contact:
- * Suggestive or lewd remarks:
- * Jokes of a sexual or suggestive nature:
- * Graphics or suggestive comments about an individual's dress or body:
- * Sexually degrading words used to describe an individual:
- * The display of sexually suggestive material objects or pictures.

NO RETALIATION-The Company or any of its employees may not, in any way, retaliate or tolerate retaliation against any employee for filing a grievance, reporting an incident of sexual harassment or for her or his participation in the sexual harassment grievance procedure.

Any employee who believes he or she has been or is being subject to sexual harassment should immediately make it clear to the offender that such behavior is offensive and unwelcome.

The employee is also encouraged and requested to report the offending conduct to his/her manager and/or Temp Depot, Inc./PKS Associates, Inc.. All alleged incidents of sexual harassment must be and will be investigated thoroughly and promptly. Temp Depot, Inc./PKS Associates, Inc. will promptly initiate an investigation to determine an appropriate course of action and resolution of the situation.

To the extent possible, all complaints will be given maximum protection of confidentiality. Confidentiality extends to the person making the complaint, as well as to the alleged harasser. In trying to protect confidentiality, however, it must be recognized that the alleged harasser must be informed of the nature of the complaint and other pertinent details, and other persons who can provide information concerning the complaint may be interviewed.

SEXUAL HARASSMENT INVESTIGATION

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with the witness. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the appropriate extent inform the person filing the complaint and the person alleged to have committed the conduct of the results that investigation. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

SANCTIONS-Anyone found to have engaged in sexual harassment will be subject to disciplinary action up to and including termination of employment.

OTHER FORMS OF HARASSMENT-Although this policy specifically covers sexual harassment other types of harassment (racial, national origin, religion, physical or mental disability, etc.) are strictly forbidden in the workplace.

STATE AND FEDERAL REMEDIES

In addition to the above, if you believe you have been subject to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a time period for filing a claim (EEOC - 180 days; RI - 300 days).

1. The United States Equal Employment Opportunity Commission ("EEOC")
1 Congress Street - 10TH Floor
Boston, MA 02114
(617) 565-3200
2. RI Commission on Human Rights
10 Abbot Park Place
Providence, RI 02903
(401) 277-2661