

## **Fair Workplace Statement**

Hope Staffing Services, Inc. (“Hope’s”) is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. Hope strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex, sexual orientation, gender (including gender identity and expression), marital or familial status, age, physical or mental disability, perceived disability, citizenship status, service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All employment decisions are based on the individual’s qualifications and job-related factors such as ability, work quality, experience, and potential. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, recruiting, selection, training, assignments, placements, promotion, discipline, compensation, benefits, and termination of employment.

In addition, Hope does not discriminate against any temporary employee or applicant in making assignments, does not invite or honor discriminatory job orders or requests by clients, and does not “code” applications or other documents to record the protected status of any applicant or employee.

### **Anti-Harassment Policy**

Hope strictly prohibits and does not tolerate unlawful harassment against employees or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex, sexual orientation, gender (including gender identity and expression), marital or familial status, age, physical or mental disability, perceived disability, citizenship status, service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. Harassment is unwelcome or offensive conduct based on a protected characteristic or status (as listed above).

Although all forms of harassment are strictly prohibited, Hope wishes to specifically address the issue of sexual harassment in the workplace. Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. All employees of Hope, including supervisory and non-supervisory personnel, and other workers and stakeholders (including vendors, clients, and visitors) are prohibited from harassing employees or other covered persons based on that individual’s sex or gender, regardless of the harasser’s sex or gender. Sexual harassment includes harassment that is not sexual in nature (for example, offensive remarks about an individual’s sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (b) submission to or rejection of such conduct is used as a basis for employment decisions; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, or offensive work environment, even if the reporting individual is not the intended target of the conduct.

Hope will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related or degrading comments, jokes, or noises, graphic or suggestive comments about an individual’s dress or body,
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comments about a person's sexuality or sexual experience, unwelcome sexual advances or requests for sexual favors, whether subtle or obvious).

- Physical (for example, assault, touching, grabbing, kissing, hugging, brushing against another's body, inappropriate physical contact, or attempts to commit inappropriate or unlawful physical acts).
- Visual (for example, displaying nude or sexually suggestive posters, pictures, calendars, cartoons, drawings, objects, reading or promotional materials, or other materials that are sexually demeaning or pornographic, sending inappropriate adult-themed gifts, leering, or making sexual gestures).

Other examples of conduct that may be unlawful sexual harassment and that are strictly prohibited include (without limitation):

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or transgender status, such as: interfering with, destroying or damaging a person's workstation or equipment, or otherwise interfering with the individual's ability to perform the job; sabotaging an individual's work; or bullying.
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

The conduct prohibited by this policy includes conduct in any form, including, but not limited to e-mail, voice mail, chat rooms, social media interaction or communications, internet use or history, text messages, pictures, images, writings, words, or gestures, and is not limited to the physical workplace – for example, it can occur when traveling for business or at business-related events. This list is illustrative only and not exhaustive. No form of sexual harassment will be tolerated.

Employees engaging in sexual harassment, and supervisory and managerial personnel who knowingly allow such behavior to continue, will face disciplinary action, up to and including termination of employment.

While sexual harassment is unlawful and a form of employee misconduct, this policy against harassment also applies to improper conduct toward Hope's employees by clients, contractors, vendors, and other non-employees. If you inform Hope that you have been subjected to sexual or other harassment in the workplace by a non-employee, that individual or a responsible person will be informed of Hope's anti-harassment policy and appropriate corrective action and preventative steps will be taken. Illegal harassment of non-employees/third-parties (e.g., contractors, subcontractors, vendors, consultants, etc.) will also not be tolerated.

Hope provides annual interactive sexual harassment training for all employees, including supervisory and managerial employees, as required by applicable law. Your participation in such trainings is required.

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