

## **UWF Business Enterprises, Inc. Policy Against Discrimination and Harassment**

UWF Business Enterprises, Inc. is committed to maintaining a work environment that is free of discrimination. This policy forbids any discriminatory employment action or any unwelcome conduct that is based on a person's race, color, religion, gender, national origin, age, disability, ancestry, marital status, veteran status, citizenship status, sexual orientation, or any other protected status of anyone's associates or relatives. UWF Business Enterprises, Inc. will not tolerate any form of harassment of our employees or other persons performing services for our company by anyone, including any supervisor, co-worker, vendor, client, or customer.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a protected group status.

UWF Business Enterprises, Inc. will not tolerate harassing conduct that:

- Affects tangible job benefits
- Interferes unreasonably with an employee's work performance
- Creates an intimidating, hostile, or offensive working environment

Sex harassment is conduct based on sex, whether directed towards a person of the opposite or same sex.

All employees are responsible to help assure that we avoid discrimination and harassment.

UWF Business Enterprises, Inc. forbids retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint, cooperating in a discrimination or harassment investigation, or filing an EEOC claim.

UWF Business Enterprises, Inc. policy is to investigate all discrimination and harassment complaints thoroughly and promptly. To the extent permitted by law, UWF Business Enterprises, Inc. will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of our policy has occurred, UWF Business Enterprises, Inc. will take corrective action, including discipline, up to and including immediate termination of employment.