



POSITIVE EMPLOYEE RELATIONS**

Revision Date | 05/13/2021

Date Effective | 04/01/2015

PURPOSE

NFI is committed to a workplace free from harassment and discrimination. All employees are required to work in a manner that prevents harassment and discrimination in the workplace, and NFI does not tolerate improper interference with the ability of NFI's employees to perform their jobs. NFI expressly prohibits any form of harassment or discrimination based on race, color, religion (including religious dress and grooming), sex, sexual orientation, gender identity, gender expression, national origin, ancestry, age, mental or physical disability, military or veteran status, marital status, genetic information, or status in any other group protected by law. Harassment can occur between any individuals, regardless of their protected class. This policy protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of harassment can be a superior, a subordinate, a co-worker, or anyone in the workplace, including but not limited to an independent contractor, contract worker, vendor, client, customer or visitor, and NFI does not tolerate harassment by any of these individuals.

Harassment is not limited to the physical workplace itself. Harassment can also occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace or outside work hours.

Harassment can be any single incident or pattern of behavior where the effect, intentional or unintentional, creates a hostile, offensive, or intimidating work environment based upon any of the above classifications. Some forms of discrimination and harassment prohibited under this policy violate federal, state, and local law. Please note, however, that the intent of this policy is to prevent the violation of any law, and as a result, it prohibits conduct even when the conduct does not rise to the level of a legal violation.

Harassing behavior may include (but is not limited to) unwelcome gender-based or sexual comments; ethnic comments; racial or religious slurs or insults; unwanted touching or sexual advances; age-based remarks; jokes, epithets, or other inappropriate or derogatory comments whether in person, over email, voicemail, text message, or other written, pictorial, or verbal form.

**** Policy formally titled NON-DISCRIMINATION, NON-HARASSMENT, AND NON-RETIATION POLICY**

AND COMPLAINT PROCEDURE



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PROVISIONS

With respect to sexual harassment, NFI prohibits any conduct which is of a sexual nature, or which is directed at an individual because of that individual's sex, including but not limited to the following:

1. Unwelcome sexual advances (including, but not limited to requests for dates and/or requests for sexual favors), especially where: (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment; or (b) submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
2. Offensive comments, jokes, innuendoes and other sexually based statements, joking or conduct, including but not limited to touching, leering, stalking, sitting or gesturing sexually.
3. Sex stereotyping (i.e., considering conduct or personality traits 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).
4. Taking hostile actions against an individual because of that individual's sex, sexual orientation, gender identity and/or status of being transgender (i.e., interfering with someone's work or equipment, bullying, teasing, yelling and/or name calling).

COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers. If you experience or witness any job-related discrimination or harassment, you should promptly report the incident to the Human Resources Department. NFI urges employees to make a report if they find the conduct at issue offensive, even if they are uncertain as to whether the conduct at issue constitutes a violation of this Policy. Please understand that NFI takes complaints of discrimination and harassment very seriously. Thus, there is no need to follow any formal chain of command when filing a complaint or when discussing or expressing any issue of concern regarding alleged discrimination or harassment, and you may bypass anyone in your direct chain of command and file your complaint or discuss or express any issue of concern with Human Resources at any time. Employees may make a report through the following avenues:

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1. Report the situation orally or in writing to any supervisory employee;
2. Report the situation orally or in writing to any member of the Human Resources Department; or
3. Utilize NFI's confidential hotline at 1-877 618 7897 to report the issue.

Should the alleged discrimination or harassment occur at a time other than during your normal business hours, please file your complaint as early as practicable on the first business day following the alleged incident.

Supervisory employees are required to report any information they receive or behavior they witness that violates this policy to the Human Resources Department. Supervisors must report any issue that is brought to their attention, regardless of whether an employee makes a complaint.

Once Human Resources receives a complaint, it will undertake a timely investigation. Investigators will keep complaints confidential to the extent possible. However, NFI may need to disclose the existence and/or nature of the complaint in order to effectively investigate and/or take appropriate remedial steps.

If NFI determines that an employee has harassed or discriminated against another individual as prohibited by this policy, NFI will take appropriate disciplinary action against the offending employee, up to and including termination of employment. The conduct at issue need not constitute unlawful activity if NFI concludes that such conduct is contrary to the best interests of NFI.

Similarly, if NFI determines that a supervisory employee is aware of behavior that violates this policy (either because the supervisor witnesses the behavior or received a complaint) and fails to report the behavior to the Human Resources Department, appropriate disciplinary action will be taken against the supervisory employee, up to and including termination of employment.



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RETALIATION PROHIBITED

NFI prohibits any form of retaliation against any employee for filing a bona fide complaint in good faith under this policy or for assisting in a complaint investigation. Retaliation is any type of action that could discourage an employee from coming forward and making a complaint or providing information that supports a complaint. Even if the alleged harassment does not turn out to rise to the level of violation of the law, NFI protects an employee from retaliation if the employee had a good faith belief that the practices were in violation of this policy. NFI urges employees to report retaliation through any of the avenues noted above for reporting discrimination or harassment.

Please note, however, this retaliation provision does not protect employees who make intentionally false charges of harassment or discrimination. In fact, if after investigating any complaint of harassment or unlawful discrimination, NFI determines that the complaint is not bona fide and/or is made in bad faith or that an employee has provided false information regarding the complaint, NFI may take disciplinary action against the individual who filed the complaint or who gave the false information.

AGREED TO AND ACKNOWLEDGED:

Applicant's Signature / Printed Name

Date

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