



Workplace Harassment Training

Pool Guards, Inc.

ZERO TOLERANCE

•Policy against general, sexual and sex-based harassment in the workplace

- a. This means we will not tolerate ANY any general, sexual, and sex-based harassment, or any inappropriate conduct based on any characteristic protected by federal, state, and local law.

•Policy against general discrimination against groups protected by the Title VII of the Civil Rights Act of 1964

- b. Discrimination on the basis of an unchangeable characteristic, associated with race, age, gender, nationality, citizenship, pregnancy, disability, military status, genetics, sexual orientation, or criminal background.
- Violation of these policies will result in a disciplinary action, up to and including termination of employment.

GENERAL HARASSMENT

•General Harassment occurring in the workplace or offsite means inappropriate conduct towards a protected class, including but not limited to...

1. Degrading, belittling comments
2. Showing hostility towards others
3. Intimidating behavior
4. Creating a hostile work environment through words or actions
 - a. A hostile work environment exists when one's behavior creates an environment that is difficult or uncomfortable for someone to work.
 - i. A hostile work environment is a workplace in which unwelcome comments or conduct based on gender, race, nationality, religion, disability, sexual orientation, age or other legally protected characteristics unreasonably interfere with an employee's work performance or create an intimidating or offensive work environment for the employee who's being harassed.

Verbal Harassment

- Examples of unlawful harassment include:
 - a. calling someone a name based on their race
 - b. making inappropriate jokes based on someone's religious preference...
etc.

- c. Verbal harassment can include but is not limited to:
 - i. Jokes
 - ii. Innuendos
 - iii. Slurs
 - iv. Name-calling
 - v. Insults

General Harassment:

- 1. Threats, pranks, vandalism, intimidation, ostracizing, exclusion, or interfering with a person's work
 - a. Threats, pranks, vandalism and intimidation are forms of harassment that are not tolerated whether they are against co-workers, clientele, bosses, property, etc. These are not limited to verbal actions and also include written material, graphics, and pictures.
- 2. Ostracizing, exclusion, or interfering with a person's work are acts of blatant antagonism that can hinder a person's ability to work, cause mental strains, and potentially be discriminatory towards a specific class.

Sexual Harassment

- 1. Sexual harassment is any conduct of an explicitly sexual nature whether in the workplace or offsite that has the effect of interfering with someone's work performance because of his or her sex. Sexual harassment can include but is not limited to:
 - a. Degrading or belittling comments
 - b. Showing hostility towards others
 - c. Intimidating behavior
 - d. Creating a hostile workplace through words or actions

•Hostile Work Environment

- 1. Verbal Sexual Harassment
- 2. Unwelcome advances or propositions
- 3. Subtle pressure for sexual activity
- 4. Unwanted physical contact
- 5. Displaying and / or sending sexually explicit pictures or texts

•For example: - Giving the employee advantages in return for sexual favors OR Denying employee's deserved benefits for refusing sexual favors

- 1. Raises
- 2. Promotions
- 3. Time-Off
- 4. Better Hours
- 5. Improved working conditions / whether the employee deserves them or not

Sex Based Harassment

•Offensive or hostile conduct that is not overtly sexual, but is still motivated by the sex of the person at whom it is directed

1. Demeaning Comments
2. Threats & Intimidation
3. Ostracizing, exclusion, interfering with a person's work
4. Discriminatory treatment related to hiring and firing, pay, job assignments, promotion, training and benefits.

Workplace Bullying

_____•Simply the repeated mistreatment of one or more persons (the targets), by one or more perpetrators. Bullying could be but is not limited to:

1. Threats & Intimidation
2. Work Interference
3. Work Sabotage
4. Demeaning Comments
5. Talking negatively about others

•Workplace Violence

•Workplace violence is violence or the threat of violence against workers. It can occur outside the workplace and is one of the leading causes of job-related deaths.

•All employees, customers, vendors, business associates, and guests should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be considered dangerous to others. Conduct that threatens, intimidates, coerces or injures another employee, customer, vendor, guest or business associate will not be tolerated.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of Pool Guards, Inc. guidelines will be subject to prompt disciplinary action up to and including separation of employment.

Other prohibited actions include:

1. Verbal harassment and threats to inflict bodily harm
2. Attempts to cause physical harm
3. Disorderly conduct
4. Making false, malicious, or inappropriate remarks
5. Nefarious obsession with guns or other weapons

Prohibition against Retaliation

Proven retaliation is considered to be the most serious complaint by the EEOC, the courts, and Pool Guards, Inc.

Pool Guards, Inc. prohibits retaliatory actions against an employee that are motivated by the fact that employee has made a good-faith complaint of harassment or inappropriate conduct or

by the fact that the employee has assisted or cooperated in an investigation of a complaint by someone else.

This Policy protects any employee who makes a complaint honestly believing that the complaint is justified, even if PGI should ultimately find that complaint is unfounded.

•Workplace Retaliation could be...

1. Discharge or Demotion
2. Unfavorable changes in work assignment
3. Talking negatively about others
4. Hostile treatment and/or exclusion
5. Work interference and/or sabotage of work

•Internal Complaint Procedure

•Anyone who believes he/she has experienced, witnessed, or is made aware of general, sexual, or sex-based harassment should report such conduct immediately. Complaints or reports may be oral or in writing and may be directed to the following.

1. A direct-level supervisor
2. Manager
3. Home-Office (520 Oakhurst North Drive, Aurora, IL. 60502)
4. Or ANY Manager/Director with whom you feel comfortable speaking with in regards to your complaint
5. Any Human Resources Department personnel (Home-Office)

All complaints to the HR department will result in a prompt investigation.

Pool Guards, Inc is committed to conducting a prompt, thorough, and impartial investigation of all complaints with appropriate feedback.