1601 West Beltline Highway
Madison, WI 53713-2386
Telephone: 608/271-1601

Zimbrick, Inc.

Mailing Address:
P.O. Box 259566
Madison, WI 53725-9566

No Harassment Policy

All employees of all Zimbrick locations are required to be familiar with, and comply with, the Company's policy of prohibiting unlawful harassment in the workplace.

1. Sexual Harassment

We at all Zimbrick locations share a common belief that each of us should be able to work in an environment free from any form of sexual harassment. To ensure that all of us enjoy a harassment-free workplace, Zimbrick, Inc. prohibits any offensive physical, written or spoken conduct of a sexual nature. Anyone engaging in sexual harassment will be subject to discipline, up to and including discharge. Prohibited conduct may include:

- Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations to engage in sexual relations and pressures for dates.
- Verbal abuse or unwelcome kidding of a sexual nature, such as telling "dirty jokes" and comments about body parts, appearance or clothing, where such comments go beyond mere courtesy.
- Unwelcome or unwanted sexual advances such as patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar contact.
- Creating a work environment that is intimidating, hostile, abusive, or offensive because of the display or circulation of offensive written materials, unwelcome conversations, suggestions, requests, demands or physical contacts which are sexually-oriented.

Responsibility and Complaint Procedure

The very nature of harassment makes it difficult to detect unless the problem is reported. All employees, and particularly Managers, have a responsibility for keeping our environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their supervisor, the General Manager, Human Resources or any other member of management with whom they feel comfortable. When management becomes aware of a potential harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the Company to do so.

The discussions will be treated as confidentially as possible in light of the Company's need to fully investigate the matter and take appropriate corrective action. In all cases, great care will be taken to preserve the dignity and privacy of the persons involved.

Alleged harassment will be promptly and thoroughly investigated. Depending on the nature of the alleged harassment, interim measures may be taken. These measures might include: temporary reassignments or separating the alleged harasser and complaining employee. If the investigation reveals that an employee has engaged in sexual harassment, that employee will be subject to disciplinary action, up to and including discharge.

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We recognize that the determination of what is sexual harassment and what is a purely personal, social matter depends upon an analysis of all the facts. False accusations of sexual harassment can have serious adverse effects. We expect all employees to act honestly and responsibly in complying with and enforcing this policy. It is our desire to maintain our pleasant and professional working environment for all persons, free of harassment.

All Managers and supervisors are responsible for the implementation of this policy and for ensuring that employees know and understand this policy. All employees will be held responsible and accountable for avoiding or eliminating prohibited conduct.

2. Other Forms of Unlawful Harassment

It is also the policy of Zimbrick, Inc. not to permit other forms of unlawful harassment based upon race, religion, national origin, disability, sexual orientation or other status protected under applicable local, State or Federal fair employment laws. This includes ethnic jokes, slurs or name-calling. The standards and procedures set forth above apply equally to these forms of unlawful discrimination.

3. No Retaliation

Consistent with our commitment to a workplace free from unlawful discrimination, it is the policy of Zimbrick, Inc. not to tolerate any form of retaliation against any employee who makes a good faith claim of unlawful harassment or discrimination.
We encourage all of our employees to raise any questions regarding this policy or any suspected discrimination in the workplace with their supervisor or any member of management.

Questions regarding this policy should be addressed directly to Vikki Brueggeman, Human Resources Director, who has overall responsibility for this policy at all Zimbrick locations.

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No Harassment Policy Quiz

After you have reviewed the attached copy of Zimbrick's No Harassment Policy, please respond to the following questions:

1. Verbal teasing of a sexual nature is considered sexual harassment. ☐ True ☐ False

2. If an employee experiences sexual harassment, s/he is encouraged to report the incident to either the employee's supervisor, the General Manager, Human Resources or any other member of management The employee feels comfortable with. ☐ True ☐ False

3. The company prohibits any offensive physical, written or spoken conduct of a sexual nature. ☐ True ☐ False

4. Jokes regarding religion, race or national origin are okay as long as you believe they are not offensive. ☐ True ☐ False

5. Telling "dirty jokes" of a sexual nature is not considered sexual harassment. ☐ True ☐ False

6. Harassment based upon national origin, sexual orientation or age isn't as serious as sexual harassment. ☐ True ☐ False

7. The goal of Zimbrick's No Harassment Policy is to create a pleasant and professional work environment for all employees. ☐ True ☐ False

8. Even though it does not involve me, if I become aware of an incident of harassment, I must report it to my supervisor, the General Manager, Human Resources or any other member of management I am comfortable with. ☐ True ☐ False

9. It is not a violation of the policy to make fun of someone's accent, name or appearance as long as you don't do it in front of the person. ☐ True ☐ False

10. The Company will not investigate all harassment complaints. ☐ True ☐ False

Policy Acknowledgement and Receipt

I acknowledge that I received a copy of Zimbrick's No Harassment Policy and that I have read, understand and pledge my commitment to this policy.

_____ _____

Date Employee's Signature

Please return this signed statement with your new hire paperwork.