



ANTI DISCRIMINATION AND ANTI HARASSMENT POLICY

PO-HR-01
VERSION 1
FEB 18, 2020

NON- DISCRIMINATION AND ANTI HARASSMENT POLICY STATEMENT

QUANTUM SAFETY CONSULTING.

At Quantum Safety Consulting we believe in respecting the dignity of each person. With this, we are committed to maintaining a workplace free from discrimination and harassment, where all individuals are treated with respect and dignity and have equal opportunities.

All employees, clients, students, suppliers, or any interested party of the organization, with whom there is a deal, relationship or interaction, must be treated with respect regardless of race, color, age, national origin, religion, sex, gender identity, marital status, sexual orientation, disability, pregnancy, criminal history, or any other characteristic protected by federal and state law. Discrimination or harassment in our work and / or commercial activities is not tolerated in any way.

DEFINITIONS

A. Discrimination

It is discrimination for an employer to base any decision regarding the terms or conditions of employment on an employee's race, color, age, national origin, religion, sex, gender identity, marital status, sexual orientation, disability, pregnancy, criminal history, or any other characteristic protected by federal and state law.

B. Harassment

Under this policy, harassment consist of unwelcomed verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, age, national origin, religion, sex, gender identity, marital status, sexual orientation, disability, pregnancy, criminal history, or any other characteristic protected by federal and state law. It may include, but is not limited to, actions such as the use of epithets, slurs, negative stereotyping, jokes, or threatening, intimidating or hostile acts that relate to protected characteristics; and display or circulate in written or graphic material, whether that material is sent by email; placed on walls, bulletin boards, computer screens or other devices, or elsewhere on the premises; or circulated in the workplace.

C. Sexual harassment

Sexual harassment in the workplace can involve unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. It can involve conduct by a person of either gender toward a person of the same or opposite gender.

Examples of conduct that violate this policy include:



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- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- Making threats or retaliating after a negative response to sexual advances
- Sexually oriented jokes, noises, derogatory comments about a person's body, sex life, sexual prowess or sexual deficiencies.
- Unwelcome sexual advances, flirtations, leering, whistling, touching, assault, blocking normal movement
- Obscene language, letters, notes or invitations (including by email)
- Teasing or other conduct directed toward a person because of the person's gender
- Sex stereotyping

Sexual harassment may involve individuals of the same or different sex or gender. The complainant does not necessarily have to be the person harassed but could be anyone affected by the offensive conduct.

COMPLAINT AND INVESTIGATION PROCEDURE

Reporting an Incident of Harassment, Discrimination, or Retaliation.

Quantum Safety Corp, strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the organization's policy are encouraged to file a complaint before the conduct becomes severe or pervasive.

Efforts will be made to investigate and resolve complaints promptly, thoroughly, impartially and in as confidential a manner as is possible, consistent with proper investigation of the complaint.

There will be no retaliation or other adverse action taken against any individual who makes a complaint, reports an incident of apparent discrimination or harassment, or provides information in the course of the investigation of such a complaint or report.

Any such retaliation also can be the subject of a complaint under this procedure. If retaliation in fact occurred, prompt and appropriate corrective action will be taken and appropriate sanctions imposed, up to and including termination.

Procedure:

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. A Quantum Safety administrator may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the administrator will dictate the verbal complaint.

To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as is possible:



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- The name, department and position of the person or persons allegedly committing harassment.
- A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
- The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.
- The names of other individuals who might have been subject to the same or similar harassment.
- What, if any, steps the complainant has taken to try to stop the harassment.
- Any other information the complainant believes to be relevant to the harassment complaint.

Discipline

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment. People who violate this policy may also be subject to civil damages or criminal penalties.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and the Administrator takes adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained in secure files within the HR department.

Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under local, state or federal law.

Administration

This policy will be administered through Quantum Safety Administration.