

THE WAVE INTERNATIONAL, LLC

SEXUAL HARASSMENT POLICY AND POLICY PROHIBITING ALL FORMS OF UNLAWFUL HARASSMENT

Respect for the dignity and worth of each individual is a basic tenet of our organization. Each individual has the right to work in an environment conducive to equal opportunity and free from discriminatory practices. For this reason, sexual and other forms of unlawful harassment are not tolerated.

POLICY PROHIBITING SEXUAL AND UNLAWFUL HARASSMENT

A. Sexual and Unlawful Harassment Prohibited

The Wave International, LLC does not tolerate harassment of any of our employees, independent contractors, clients, or visitors. Any form of harassment related to an individual's race, sex/gender, religion, age, national origin, disability, citizenship status, sexual orientation, marital, veteran, or military status, or other basis protected by law is a violation of this policy and will be treated as a disciplinary matter. All employees and independent contractors (a/k/a Staff Members) are responsible for ensuring that the workplace is free from all forms of sexual and unlawful harassment. Sexual and other forms of prohibited harassment in the workplace are also forms of employment discrimination that is prohibited by law.

B. Harassment Defined

1. Basic Definition: "Sexual harassment" refers to any sexual attention, sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- (a) such conduct is unwelcome; or
- (b) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; or
- (c) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (d) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (e) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

The term “harassment” also includes:

- Offensive remarks, comments, jokes or slurs pertaining to an individual’s race, sex/gender, religion, age, national origin, nationality, disability, citizenship status, sexual orientation, marital, military, or veteran status or any other basis protected by law.
- Offensive sexual remarks, sexual advances or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including gestures and touching, regardless of the gender of the individuals involved.
- Offensive pictures, drawings, cartoons or photographs or other communications, including e-mail.
- Threatening reprisals for an employee’s refusal to respond to requests for sexual favors or for reporting a violation of this policy.

An intimidating, hostile, or offensive working environment may be created by the existence of such circumstances as those described in the preceding paragraph or other circumstances creating a discriminatory working environment.

C. Persons Covered

This policy prohibits harassment of all personnel and all applicants for employment.

D. Enforcement of the Policy

Management will answer questions and disseminate information about the policy.

Our supervisors and managers are also covered by this policy and are prohibited from engaging in any form of harassing conduct. No supervisor or other member of management has the authority to suggest to any employee or applicant that the individual’s employment or advancement will be affected in any way by entering into (or refusing to enter into) any form of personal relationship with him or her.

Harassment of our employees or independent contractors, in connection with their work by non-employees, is also a violation of this policy. Any employee or independent contractor who experiences or observes any harassment of an employee or independent contractor by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken.

If you feel that you are being harassed by another employee or independent contractor, or by anyone else, you should tell that individual how you feel. We also ask that you report the matter to your supervisor so that we can ensure that the conduct is stopped. If the problem involves your supervisor or if you do not feel that the matter can be discussed with your supervisor, you should report the problem to Management immediately.

You may be assured that your complaint will be kept as confidential as possible and you will not be penalized in any way for reporting a harassment problem.

If, at any time, you feel that your complaint is not being handled properly, please contact Management immediately.

Retaliation in any form against an individual who exercises his or her right to make a complaint under this policy is strictly prohibited, and may result in appropriate disciplinary action, including termination of employment or contract.

Any employee or independent contractor who is determined, as a result of such an investigation, to have engaged in sexual or unlawful harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment or contract.

E. Information on Policy

Management will periodically disseminate information about sexual and unlawful harassment and this policy with such frequency and in such form as to ensure that all employees are aware of the various forms that sexual or unlawful harassment can take, The Wave International, LLC's strong disapproval of prohibited sexual and other harassment in any form, and the procedures that are available to enforce this policy.

Staff Signature: _____ Date: _____

Name (Printed): _____