

ANTI-HARASSMENT POLICY

Cooper Machinery Services prohibits harassment of any kind, including sexual harassment, discrimination, and unequal treatment of individuals based on but not limited to age, race, national or ethnic origin, disability, veteran, marital status, pregnancy, religion, sexual orientation, or any other characteristic protected by law.

What is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or
- The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.

Certain behaviors, such as conditioning promotions, awards, training, or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment. A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other Department employee, or a non-employee who has a business relationship with the Department.

What is Discrimination?

Cooper Machinery Services fully complies with all federal, state, and local anti-discrimination, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990.

Cooper Machinery prohibits discrimination in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information or marital status.

Reporting Sexual Harassment or Discrimination Procedures

Employee who have reason to believe that are being subjected to any kind of harassment, discrimination or retaliation should report the incident as soon as possible after it has occurred, preferably in writing.

You can submit all complaints to:

- A member of senior management
- Human Resources
- Cooper's Confidential Ethics Hotline
 - Website: www.lighthouse-services.com/cooperservices
 - Anonymous Reporting App: Keyword: cooperservices
- Toll-Free Telephone:
 - Direct Dial
 - English speaking USA and Canada: 833-222-3897
 - Spanish speaking USA and Canada: 800-216-1288
 - French speaking Canada: 855-725-0002
 - Spanish speaking Mexico: 01-800-681-5340
- AT&T USA Direct
 - All other countries: 800-603-2869 (must dial country access code first click here for access codes and dialing instructions)
 - E-mail: reports@lighthouse-services.com (must include company name with report)
 - Fax: (215) 689-3885 (must include company name with report)

Confidentiality and No Retaliation

Confidentiality shall be observed any time information is given concerning discrimination and/or any kind of harassment. Information shall be shared only on a "need to know" basis.

Retaliation against anyone who reports discrimination and/or any kind of harassment is strictly prohibited.

Discipline

Reports of discrimination and/or any kind of harassment or other prohibited conduct as stated in this policy, will be investigated, and addressed appropriately.

Violations of this policy shall result in discipline up to and including immediate discharge.