No Harassment Policy

Trindel Insurance Fund (hereafter referred to as the "Fund"), does not tolerate harassment of our job applicants, contractors, or employees by another employee, vendor, customer, or any third party. Any form of harassment on the basis of race, religion or religious creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, marital status, medical condition, disability, military or veteran status, pregnancy, childbirth, breastfeeding and related medical conditions, or any other classification protected by federal, state, or local laws, regulations, or ordinances is a violation of this policy and will be treated as a disciplinary matter. The Fund has zero tolerance for harassment and is committed to a workplace free of any harassment.

Harassment Defined. "Harassment" as used in this policy includes disrespectful or unprofessional conduct based on any of the protected characteristics listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), graphic (such as offensive posters, symbols, cartoons, drawings, computer displays, or emails) or physical conduct (such as physically threatening another person, blocking someone's way, etc.). Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual Harassment Defined. "Sexual harassment" as used in this policy may include all of the above actions, as well as other unwelcome sex-based conduct (even if not motivated by sexual desire), such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature.

Prohibited Conduct. Examples of conduct that violates this policy include:

- Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- Obscene or vulgar gestures or comments based on any protected characteristic
- Derogatory cartoons, posters, or drawings based on any protected characteristic
- Uninvited touching of a sexual nature
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual
- Teasing or other conduct directed toward a person because of any protected characteristic

All such conduct is unacceptable in the workplace and in any work-related settings, such as business trips and business-related social functions, regardless of who is engaging in the conduct.

Reporting and Investigation Procedures. Please see the "Reporting EEO and Harassment Complaints" policy for information regarding reporting perceived violations of this policy and the Fund's procedure for investigating complaints.

- Page 2