



Equal Employment Opportunity (EEO)/Harassment Policy

Family Tree is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age over 40, race, sex, color, religion, national origin, disability, sexual orientation or any other applicable status protected by state or local law. We also prohibit discrimination against any applicants or employees on the basis of ancestry, creed, gender, gender identity, gender expression, marital status or military status.

ADA and Religious Accommodation - Family Tree will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to Family Tree. Employees needing such accommodation are instructed to contact their supervisor or Human Resources immediately.

EEO Harassment - Family Tree strives to maintain a work environment free of unlawful harassment. In doing so, Family Tree prohibits unlawful harassment because of age over 40, race, sex, color, religion, national origin, disability, sexual orientation or any other applicable status protected by state or local law. We also prohibit unlawful harassment against ancestry, creed, gender, gender identity, gender expression, marital status or military status.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Actions based on an individual's age over 40, race, sex, color, religion, national origin, sexual orientation, disability or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mail, posters, drawings or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to **all employees** and non-employees such as volunteers, customers, clients, vendors, consultants, etc.

Sexual Harassment - Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, Family Tree believes it warrants separate emphasis.

Family Tree strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.

- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications or actions occurring whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging and brushing up against another's body.

Complaint Procedure - If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. Family Tree expects employees to make a timely complaint to enable Family Tree to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Human Resources Director or the Chief Financial Officer (CFO), who will investigate the matter and take appropriate corrective action. All complaints will be kept as confidential as is practical. If an employee feels he/she cannot go to either of these individuals with his/her complaint, the incident should be reported to the CEO. If it is determined that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

Family Tree prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or for your participation in an investigation, please see the Whistleblower policy retaliation procedures. The situation will be promptly investigated.

If Family Tree determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.