

DEM Group, L.L.C., Inc. does not tolerate harassment of or discrimination against any of our applicants, employees, customers, or vendors. Any form of harassment or discrimination related to an individual's race, color, sex (including same sex), religion, age, national origin, handicap or disability, citizenship status, or any other protected category is a violation of this policy and will be treated as a disciplinary matter.

Any employee who violates this policy will be subject to disciplinary action up to and including immediate discharge.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your manager. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to any individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category;
- Offensive pictures, drawings or photographs or other graphic conduct, or communications, including e-mail, faxes, or copies, pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category;
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved;
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved; and/or
- Threatening reprisal for an employee's refusal to respond to requests for sexual favors or for an employee reporting a violation of this policy.

All supervisors and managers are also covered by this policy and are prohibited from engaging in any form of harassing or discriminating conduct. No supervisor or other member of management has the authority to suggest to any employee or applicant that the individual's employment, continued employment, or future advancement will be affected in any way by the individual's entering into (or refusing to enter into) any form of personal relationship with the supervisor or manager. Such conduct is a direct violation of this policy.

Harassment of or discrimination against our employees in connection with their work by non-employees also may be a violation of this policy. Any employee who experiences or observes any harassment of or discrimination against an employee by a non-employee should report such harassment to his or her manager.

If you feel that you are being harassed by another employee or by anyone else, you should tell that individual how you feel. You must immediately report the matter to your manager. We will investigate the report and, where appropriate, take disciplinary action.

If the problem involves a supervisor or member of management, or if you do not feel that the matter can be discussed with your supervisor, you should report the problem to **89A ; fci dż@@7 "f) , * Ł+' - !(* \$\$**.

You will not be penalized in any way for reporting improper conduct, harassment, or discrimination.

We are serious about enforcing our policy against harassment and discrimination. However, we cannot resolve a harassment or discrimination problem unless we know about it. You are responsible for bringing any such problems to our attention so that we can take whatever steps are necessary to correct it.

EMPLOYEE ACKNOWLEDGMENT

I ACKNOWLEDGE THAT I HAVE READ THE 89A ; FCI Dż@@7 "Z-B7 " "POLICY AGAINST HARASSMENT AND DISCRIMINATION" AND WILL COMPLY WITH IT. IF I BELIEVE THE POLICY IS BEING VIOLATED IN ANY WAY, I WILL REPORT IT IMMEDIATELY TO ONE OF THE INDIVIDUALS LISTED IN THE POLICY. I UNDERSTAND THAT ANY VIOLATION OF THIS POLICY MAY BE GROUNDS FOR IMMEDIATE TERMINATION.

Employee's Signature: _____ Date: _____