

Zero-Tolerance Sexual Harassment Policy

To: ALL EMPLOYEES

January 15, 2022

From: Sandra Hamilton

Re: Zero-Tolerance Sexual Harassment Policy

EdNet and Hamilton Private Security has established a policy on sexual harassment and require that all guards thoroughly understand the policy and follow its guidelines. The following behavior may be described as sexual harassment and should be avoided.

- **sexual** favors,
- making **sexually** explicit comments,
- uninvited massages,
- **sexually** suggestive gestures,
- compliments of an employee's appearance
- commenting on the attractiveness of others in front of an employee
- discussing one's sex life in front of an employee
- asking an employee about his or her sex life
- circulating nude photos or photos of women in bikinis or shirtless men in the workplace
- making sexual jokes
- sending sexually suggestive text messages or emails
- leaving unwanted gifts of a sexual or romantic nature
- spreading sexual rumors about an employee, or
- repeated hugs or other unwanted touching

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. EdNet recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is delivered.