

Cole Engineering Services, Inc.

Policies on EEO, Affirmative Action and Harassment

Standards of Conduct & Harassment

Certain rules and regulations regarding employee behavior are necessary for the company's efficient operation and for the benefit and protection of the rights and safety of all. Conduct that interferes with operations, brings discredit on CESI, or is offensive to customers or fellow employees will not be tolerated. Some examples of behavior that will not be permitted and may result in immediate termination are:

1. Any type of harassment;
2. The unlawful possession of firearms or other weapons on company premises;
3. The unlawful use, sale, manufacture, distribution, dispensation, or possession of narcotics, drugs, or controlled substances while on company premises;
4. Theft or misuse of company property or of another employee's property;
5. The falsification of CESI record or report, such as an application for employment, a production record, an inventory report, a time record, or shipping or receiving documents;
6. Unprofessional conduct while serving as a company representative;
7. Any discourteous, obnoxious, dishonest, immoral or unacceptable conduct which offends a customer or co-worker and which would be offensive to a reasonable person;
8. Willful violation of CESI rules or policies;
9. Insubordination or refusing to follow supervisor's instructions
10. Violating the non-disclosure agreement; releasing confidential or proprietary information to competitors or individuals.

Sexual Harassment

Sexual harassment is a form of illegal sex discrimination. CESI does not tolerate any form of harassment in the workplace. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or other conduct of a verbal or physical nature when:

(1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment.

(2) Submission or rejection of such conduct by an individual is used as the basis for an employment decision affecting that person; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No supervisor or other employee shall threaten or insinuate that another employee's or applicant's refusal to submit to sexual advances will adversely affect any condition or privilege of that person's employment. Similarly, no employee shall promise, imply or grant any preferential treatment to another employee or applicant in exchange for engaging in sexual conduct.

Under the equal opportunity clause contained in section 202 of Executive Order 11246, as amended, employers are prohibited from discriminating against employees or applicants for employment because of religion or national origin, and must take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their religion or national origin. Please note Cole Engineering Services, Inc.'s EEO policy:

Equal Employment Opportunity Policy Statement

Cole Engineering Services, Inc. has been, and is fully committed to equal employment opportunity. Equal Employment Opportunity will remain a fundamental principle, where we seek to recruit the very best candidates. CESI actively seeks to recruit and does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, pregnancy, disability and genetic information, age, membership in an employee organization, or other non-merit factor or protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

Employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

Employees' questions or concerns should be referred to the Human Resources Department, which has the overall responsibility for this policy and maintains all reporting and monitoring procedures.

Appropriate disciplinary action may be taken against an employee willfully violating this policy.