

## **SEXUAL HARASSMENT POLICY**

In accordance with our commitment to equal employment opportunity and our sincere belief in the dignity of each individual employee, it is our policy to prohibit all forms of sexual harassment of Phoenix Staffing and Management Systems personnel. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when an employee's response to such conduct affect the employee's job status or creates a hostile or offensive working environment for the employee. This policy against sexual harassment applies equally to co-workers and supervisory personnel.

While the term sexual harassment applies only to unwelcome sexual conduct, we feel that the best way to avoid the possibility of improper sexual conduct related to employment is to avoid all sexual advances, requests for sexual favors and other such verbal or physical conduct of any kind. Activities of this kind only serve to distract employees from legitimate business concerns, and serve no useful purpose within Phoenix Staffing and Management Systems. In order to effectuate this policy, we have adopted the following procedures:

1. Employee complaints of sexual harassment may be made to any supervisor or member of management. All such complaints shall receive the immediate attention of the individual receiving them, and will include the office manager, and , if necessary, a senior management member. If an investigation reveals that the complaint is valid, appropriate action to immediately stop such harassment and prevent its recurrence will be implemented.
2. Sexual harassment of an employee by workers or supervisory personnel in violation of this policy will not be tolerated. If such conduct occurs, Phoenix Staffing and Management Systems will take immediate and appropriate corrective action.
3. Due to the sensitive nature of complaints of sexual harassment, they will be investigated with particular care and remain confidential to the extent possible.