ProBizAssoc.com
Non-Discrimination / Anti-Harassment Policy

Non-Discrimination Policy

In keeping with the company's value of diversity, ProBizAssoc.com is committed to providing a workplace free of discrimination.

ProBizAssoc.com follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.

This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the general public.

This policy applies to all ProBizAssoc.com employees, volunteers, members, clients, and contractors.

Anti-Harassment Policy

In keeping with the company's value of diversity and in furtherance of its non-discrimination policy, ProBizAssoc.com is committed to providing a workplace free of harassment for all employees, volunteers, sub-contractors, and members of the public with whom we do business. ProBizAssoc.com strives to create and maintain a work environment in which all people are treated with dignity, decency, and respect. The company will not tolerate harassment of any kind in order to assure the absence of intimidation, oppression, and exploitation.

All employees, regardless of position, job title, or job duties, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

PROHIBITED CONDUCT UNDER THIS POLICY INCLUDES, but is not limited to the following:

1. Verbal and non-verbal expressions that ridicule, denigrate, insult, belittle, or show hostility toward an individual or group because of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.

2. Sexual harassment, including unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is used as a basis for any employment decision or creates an intimidating, hostile or otherwise offensive environment.

Complaint process: All complaints of harassment must be brought to a supervisor at the earliest possible time in order to allow the situation to be rectified in a timely manner. Complaints of harassment are serious and will be thoroughly investigated and responded to within one week. If a full investigation takes longer than one week, reports will be made weekly to the complaining party until the investigation is completed.

There shall be no hardship, no loss of benefits, and no penalty imposed upon an employee as punishment for filing a harassment complaint, nor for cooperating in the investigation of such complaint. Confidentiality of all persons involved in the complaint process shall be maintained as much as is reasonably possible, without compromising the thoroughness of the investigation.

Nothing in this policy should be construed as preventing the complainant or the respondent to a harassment complaint from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

Requirements:

Each employee shall sign a statement on the date of hire and annually on the first business day in January, which affirms such person:
        a. Has received a copy of the non-discrimination / anti-harassment policy.
        b. Has read and understands the policy.
        c. Has agreed to comply with the policy.
Signed copy will be retained in the employee's personnel file until 2 years after date of voluntary separation or 7 years after date of discharge for cause.

_____   _____

Signature   _Date_