

Harassment, Discrimination and Retaliation Prevention Policy

Readywork Inc. is an equal opportunity employer. ReadyWork Inc., is committed to providing a work environment free of harassment, discrimination, retaliation and disrespectful or other unprofessional conduct based on sex, race, religion, color, gender national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state, or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. In addition, Readywork Inc. prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. All such conduct violates company policy.

Harassment Prevention

Readywork Inc's policy prohibiting harassment applies to all persons involved in the operation of the company. Readywork Inc's prohibits harassment, disrespectful or unprofessional conduct by any employee of the company, including supervisors, manager and co-workers. Readywork Inc's anti-harassment policy also applies to vendors, customers, independents contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- **Verbal** conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages
- **Visual** displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures
- **Physical** conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors
- Retaliation for reporting or threatening to report harassment
- Communication via electronic media of any type that include any conduct that is prohibited by state and/or federal law or by company policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. Hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Non-Discrimination

Readywork Inc. is committed to comply with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in company operations. Readywork Inc. prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the company including supervisors and coworkers.

Anti-Retaliation

Readywork Inc, will not retaliate against you for filing a complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a company representative with day-to-day personnel responsibilities and discuss the need for an accommodation.

Readywork Inc will engage in an interactive process with the employee to identify possible accommodations, if any, which will help the applicant or employee, perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (include religious dress code and grooming practices) should also contact a company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, Readywork Inc will make the accommodation. Readywork Inc will no retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

Complaint Process

1. If you believe you have been subject of harassment, discrimination, retaliation or other prohibited conduct, you should immediately bring your complaint to your supervisor or to: Any other company supervisor, the HR Department, HR Manager, the CEO, company website, or other designated ombudsperson) within five (5) days after the incident. You can bring your complaint to any of these individuals. This report can be oral or written, but Readywork Inc request a written report that contains specific facts of the harassment so that they can be properly and fully investigated. Please provide all known details of the incident or incidents, name of individual(s) involved names of any witness (if any). It would be best to communicate your complaint in writing but this is not mandatory.
2. Upon receipt of initial complaint, oral or written, the supervisor or other management personnel receiving the complaint will immediately report the incident to the Human Resource Manager, the investigation of such complaint will start.
3. The investigator will contact the person who allegedly initiated the harassment, and inform that person of the basis of the complaint and provide opportunity to respond.

This person must cooperate in providing full and complete information to the investigator.

4. Individual reporting a harassment or participating in the investigation of the complaint will not be subject to any retaliation for participating in the investigation. Every person will be advised to report any such retaliation immediately to Human Resource Department.
5. After conducting a thorough investigation, findings, summary and response will be submitted. After reviewing the report, the Human Resource Department will determine whether harassment has occurred.
6. If it is determined that harassment has occurred, appropriate disciplinary action, up to and including dismissal will be taken. The severity of the discipline will be determined by the severity and frequency of the offense, or other conditions surrounding the incident.