



Sexual Harassment Policy

The company Sexual Harassment Policy prohibits sexual harassment of employees in any form. Such conduct may result in disciplinary action up to and including dismissal.

Specifically, no supervisor may threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, pay, advancement, assigned duties, shifts, or any other condition of employment or career development. Other sexually harassing conduct in the workplace, whether committed by supervisor or non-supervisory personnel, is also prohibited.

If you have witnessed or experienced sexual harassment inform a manager or human resources as soon as possible. To file a complaint, contact Sally Ahmed in Human Resources at HRManager@tempositions.com, located at 622 Third Avenue, 39th Floor, New York, NY 10017, or by phone at 212.916.0885, or, if the conduct involves such person, contact Doug Arms, Chief Operating Officer at darms@tempositions.com, or by phone at 212.916.0894.

You may also file a complaint with the New York State Division of Human Rights, by visiting the Division's website at www.dhr.ny.gov or call the toll-free confidential hotline at 1-800-HARASS-3 (1-800-427-2773), operating between 9 a.m. to 5 p.m.

I have received a copy of this notification, understand it and agree to comply with its terms.

Printed Name

Signature

Date