

## **ASci POLICY AGAINST OFFENSIVE BEHAVIOR**

It is the Company's policy to maintain a working environment free from offensive or degrading remarks or conduct. Such behavior includes inappropriate remarks about or conduct related to the employee's race, color, creed, religion, national origin, sex, marital status, disability, age, status with regard to public assistance, or membership or activity in a local commission dealing with discrimination. Offensive behavior prohibited by this policy also includes requests to engage in illegal, immoral or unethical conduct or retaliation against a person who makes a complaint.

One specific kind of illegal behavior is sexual harassment. Please refer to ASci's separate policy statement against sexual harassment.

Any person who feels he or she is being subjected to offensive behavior of any kind should feel free to object to the behavior and should also report the behavior to either a supervisor or the EEO Coordinator.

It is not necessary for any employee who feels that he or she is the subject of offensive behavior to handle it himself/herself. If an employee feels harassed or offended by another employee, by a supervisory, or management person, by a member of the Board, by a customer/client or any other person whom he or she encounters in the course of employment, whether of the opposite sex or same sex, and does not feel able to deal with the problem directly, the employee should go directly to any supervisor or the EEO Coordinator. Additionally, any supervisor who receives an offensive behavior complaint or believes offensive behavior is occurring shall report the behavior to the EEO Coordinator or the President.

All allegations of offensive behavior will be followed up by ASci. The facts shall determine the response to each complaint. Depending upon the seriousness of the violation, remedial action may range from an apology, counseling, transfer, verbal or written warning, suspension with or without pay, or termination. Each situation will be handled discreetly. In the event that the offensive behavior reoccurs or if any retaliation results, it should immediately be reported to either of the persons named above.

Employees should understand that this policy applies to each and every member and employee of the Company, including the Board of Directors, owners and management and all full-time, part-time and temporary employees. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.