

RESPECTFUL WORKPLACE POLICY

River Valley is committed to a positive workplace environment in which all employees are treated with respect and dignity. River Valley aims to accomplish this goal by creating awareness about working relationships and providing skills training on healthy conflict resolution.

Each individual has the right to work in a professional atmosphere in which equal opportunities are promoted and personal and professional excellence is fostered. River Valley is committed to proactively creating a workplace where individual differences are welcomed and valued.

The purpose of policy is to foster positive working relationships and manage conflict in the workplace. Workplace conflict has the potential to escalate into discriminatory behaviors and harassment and affect workplace and individual well-being.

Discrimination and harassment are unlawful and will not be tolerated. River Valley pledges its support to all employees experiencing workplace conflict or workplace harassment and will treat the matter in a confidential manner.

CREATING A RESPECTFUL WORKPLACE

River Valley is demonstrating its commitment to create a positive workplace by:

- Making a strong publicized commitment to the maintenance of a positive work environment
- Providing workplace skills training in conflict resolution
- Providing ongoing education, skills training, and monitoring of the policy
- Having a policy that aims to prevent workplace conflict and effectively resolve conflicts that arise
- Having a policy which describes unacceptable behavior and defines workplace harassment
- Providing sufficient resources and training to those responsible for implementing the policy
- Implementing personnel policies that acknowledge and value the diverse personal and professional lives of our employees

Acceptable and Healthy Workplace Behaviors Defined

Acceptable and healthy workplace behaviors are any behaviors that promote respect, positivity and civility in our workplace. They include, but are not limited to:

- Using respectful, supportive, and encouraging language in all interactions, no matter the subject of conversation
- Questioning a peers' position on an issue politely rather than asserting your position is the right one; listening to your peer's position with an open mind.
- Giving peers direct, non-personal feedback as opposed to criticism.
- Expressing appreciation when a peer does something correctly and in a timely manner.
- Respecting each other as adults and trusting their decision making abilities.
- Approaching conflict with maturity and true desire for resolution, rather than as a fight or opportunity to belittle a co-worker.
- Maintaining a positive attitude and professionalism, even when you are having a bad day.

Inappropriate and Unacceptable Behaviors Defined

Inappropriate and unacceptable behaviors are defined as negative and even aggressive acts aimed at one or more individual and causing them to feel hurt, embarrassed, incompetent, disrespected, anxious, or depressed. Examples include, but are not limited to:

- Excessive yelling, repeated emotional outburst, berating others, using a harsh tone of voice
- Talking down to others or using degrading remarks or tone of voice
- Criticizing or talking down to others in front of a group; using a condescending tone
- Social exclusion or ostracism, ignoring others, silent treatment
- Treating some less favorable than others
- Mean-spirited "joking" designed to exploit an employee's perceived weaknesses
- Discussing an employee's performance problems with the employee's peers or subordinates
- Yelling at an employee, whether along or in front of others
- Encouraging others to avoid an employee
- Physical intimidation when speaking with an employee
- Sabotaging an employee's work
- Insulting an employee's family or friends
- Gossiping or spreading rumors
- Blaming others for things out of their control
- Acting "out to get" others
- Making threats; using intimidating tactics
- Any malicious behavior a reasonable person would find unprofessional, disturbing and harmful to their psychological health

These types of behaviors are well recognized as having damaging consequences for their recipients, the observers of the behavior, and the organization as a whole and are therefore not tolerated.

WORKPLACE HARASSMENT, THE BASICS (Current Policy in Handbook)

WORKPLACE HARASSMENT, THE BASICS

River Valley provides a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment is not always intentional and doesn't have to be intentional to be illegal. Men can harass men, women can harass women, women can harass men, and men can harass women.

It's the behavior that counts, not the gender of the participants. A person can feel harassed even if he or she is not the intended target of the behavior. While not all harassing behavior meets the standard of illegal conduct, any workplace harassment is inappropriate and should not be tolerated. If you feel harassed at work or you are aware of workplace harassment, you have a right and a responsibility to address the situation. You may confront the harasser if you feel comfortable doing so, or report the harassment to your manager or an appropriate Human Resources representative. If you report an incident of harassment, the organization will conduct a fair, discreet investigation and appropriate corrective action will be taken.

It is illegal to retaliate in any way against an employee for complaining about or reporting in good faith workplace harassment.

What Is Workplace Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements directed or not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes, but is not limited to, written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

What Is Sexual Harassment?

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of his/her position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

Sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men. Sexual harassment may exist on a continuum of behavior.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment.

Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. River Valley prohibits the use of electronic media to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, disability, sexual orientation, marital status, etc, and any other characteristics protected by federal, state or local law.

Anti-Harassment Policy

River Valley is committed to maintaining a work environment that is free from discrimination and harassment. In keeping with this commitment, we will not tolerate harassment of our employees by any supervisor, co-worker, vendor or customer of this company. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability or other protected group status. The company will not tolerate harassing conduct that

affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates and intimidating, hostile, or offensive working environment. Such harassment may include for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based upon his or her protected status. All employees are responsible to help assure that we avoid harassment.

If you feel that you have experience or witnessed workplace harassment, you are to notify the Human Resources department, your department head or supervisor. The company forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or co-operating in a harassment investigation. If you feel you have been retaliated against, you are to notify Human Resources, your department head, or your supervisor. Your company's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the company will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, the company will take corrective action, including discipline, up to and including termination of employment.

Sexual Harassment Policy

River Valley fully supports laws and regulations designed to prevent sexual harassment within the work environment. Sexual Harassment consists of unwelcome sexual conduct, sexual advances requests for sexual favors and other visual, verbal or physical conduct of a sexual nature that is a term or condition of employment. It is sexual harassment when submission to or rejection of such conduct is used as a basis for employment decisions, such as hiring, scheduling or continued employment. It is also sexual harassment when such conduct unreasonably interferes with and individual's job performance or creates an intimidating, hostile or offensive work environment. Sexual harassment will not be tolerated and will result in disciplinary action, including possible termination. If you feel that you are being subjected to sexual harassment, promptly contact your immediate supervisor, your supervisor's supervisor, or the Human Resources department or any appropriate company representative.

Employee Responsibility

All River Valley employees, and particularly managers, are to assist in keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, is to report it to their immediate supervisor, management representative, or member of Human Resources & Development Department with whom they feel comfortable. When management becomes aware

of the existence of harassment, management takes prompt and appropriate action, whether or not the victim wants the company to do so.

Reporting

Although you should communicate directly with an alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify a supervisor/manager or representative of the Human Resources department immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment are to be immediately reported to a manager, management representative, or Human Resources department. Appropriate investigation and disciplinary action is then taken. All reports are promptly investigated by a designated Human Resources department representative with due regard for the privacy of everyone involved. However, anonymity cannot be guaranteed.

Any employee found to have harassed a fellow employee or subordinate is subject to discipline up to and including termination. River Valley takes any additional action necessary to appropriately remedy the situation

River Valley prohibits any employee from retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual, or anyone who is participating in an investigation of said claim. River Valley investigates any complaint of sexual and other harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.