



## Unlawful and Sexual Harassment Policy Acknowledgement Form

MedFirst Staffing has always been committed to providing a work environment that is free of unlawful and improper harassment by other employees or supervisors. While demeaning, degrading, derogatory or vulgar actions, words, jokes or comments of any kind based upon an individual's gender, race, ethnicity, religion or disability will not be tolerated, this statement of policy particularly addresses the issue of sexual harassment and what activities constitute sexual harassment. Harassment is considered an act of misconduct and may subject an individual to disciplinary action, up to and including termination. All supervisors and managers are responsible for monitoring compliance with this policy.

Sexual harassment includes any unwelcome or unsolicited sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature which interferes with an employee's job performance, is made a condition of employment, or simply creates an intimidating, hostile work environment.

It is illegal and against company policy for any employee, male or female to sexually harass another employee by committing or encouraging:

- Physical Assaults on another employee
- Intentional physical conduct that is sexual in nature including but not limited to touching, pinching, patting, or brushing up against another employee's body
- Unwanted sexual advances, propositions, or comments including but not limited to sexual gestures, jokes, or comments made in the presence of an employee
- Posting or displaying pictures, posters, calendars, graffiti, objects, or other material that is sexual in the pornographic nature.

An employee who believes that he or she has been the subject of sexual or any form of harassment should promptly notify their supervisor. Supervisors who become aware of any such harassment, whether it involves employee to employee or supervisor to employee conduct, must promptly report the matter to the CEO. If supervisors observe such harassment, they should immediately take action to stop it. Complaints will be thoroughly investigated. Sometimes, employees are initially hesitant to discuss harassment. In order to put the employee at ease, as well as document the alleged act, the supervisor should ask the employee to document the concern in writing. The form should be forwarded to the CEO immediately. Confidentiality will be protected and maintained as far as is possible while still conducting the investigation of the allegations. No employee will be subject to any form of retaliation or discipline for pursuing a harassment complaint. The company assumes that anyone bringing harassment does so in good faith.

By signing this document, I acknowledge that I have read and understand the Unlawful and Sexual Harassment policy above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Job Title