

## Sexual Harassment Policy

Manning Personnel Group, Inc. (MPG) does not permit any form of sexual harassment or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

MPG prohibits sexual harassment in the work place. Although no guidelines can define sexual harassment with complete clarity, the following definition is provided so that those involved in determination whether or not sexual harassment has occurred will have guidelines of what is, and is not prohibited conduct.

*Sexual harassment occurs when submission to sexual contact is made a condition of employment when submission to or rejection of such conduct is used as a basis for an employment decision, or when sexual conduct, verbal or physical, has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.*

Such conduct, when experienced or observed, should be reported to company management. The privacy of those involved will be respected. An inquiry into the matter will be initiated and the findings communicated to the relevant parties, including higher management if necessary.

Sexual harassment is a violation of company policy and will be dealt with accordingly by corrective counseling and/or suspension or termination depending upon the severity of the violation.

All employees must be sensitive to the rights of their co-workers.

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Employee Signature

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Date