

DISCRIMINATION AND WORKPLACE HARASSMENT

CallisonRTKL believes in the dignity of every employee and expects every employee to show respect for one another and all of our colleagues, clients, guests, consultants and vendors. Respectful, professional conduct furthers CallisonRTKL's mission, promotes productivity, minimizes disputes, and enhances our reputation.

CallisonRTKL is committed to providing you with a work environment that is free of all forms of discrimination on the basis of any legally protected status, and unlawful harassment, including sexual harassment. As such, we will not tolerate any form of unlawful harassment or discrimination against our employees, applicants, vendors, or contractors, whether by managers, supervisors, colleagues, or by students, trainees, clients, vendors, or others with whom CallisonRTKL does business.

CallisonRTKL does not tolerate conduct that includes any verbal, visual, or physical conduct that may reasonably be perceived as denigrating or showing hostility toward an individual because of the individual's race, color, religion, creed, gender, national origin, ancestry, disability, sexual orientation, marital status, veteran status, citizenship status, genetic information veteran or military status, unfavorable discharge from the military, other protected status, political ideology or any other class or characteristic protected by applicable federal law. Conduct prohibited by this policy includes epithets, slurs, negative stereotyping or intimidating acts based on an individual's protected status and the circulation or posting of written or graphic materials that show hostility toward an individual because of his or her protected status. Further, we will not tolerate conduct that may not be directed at the employee's protected status, but nonetheless is disrespectful or is designed to intimidate, taunt, humiliate, ridicule, isolate or embarrass or interfere with another employee's ability to do their job.

Sexual harassment is a specific area of which you should be aware. Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment based on gender or sexual orientation regardless of whether the offensive conduct is sexual in nature.

Same-sex sexual harassment is also specifically prohibited by this policy. Any employee behavior that fits the definition of sexual harassment will be considered a form of misconduct and may result in disciplinary action up to and including dismissal.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and all other verbal, non-verbal, visual or physical conduct where submission to such conduct becomes a term or condition of employment or the basis for any employment decision or where the conduct creates an intimidating, hostile or offensive working environment. No supervisor or manager has the authority to grant or deny promotions or force any change in job status on the basis of provision or denial of sexual favors.

Sexual harassment is not limited to explicit demands for sexual favors, but also may include such actions as sex-oriented kidding, teasing or jokes; repeated offensive sexual flirtations, advances or propositions; obscene or sexually-oriented language or gestures; display or circulation of obscene or sexually-oriented printed or visual materials; "sexting"; and offensive physical conduct such as grabbing, patting, pinching, or brushing against another's body. Any hostile conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in the harassment and the individual being harassed are of the same or different genders. This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

Every employee has the responsibility to refrain from sexual harassment and discrimination in the workplace.

Every supervisor or manager is responsible for maintaining the workplace free of sexual harassment.

We count on each and every one of you to make sure that our workplace is free from harassment and discrimination. It is our duty.