

Section 1:
The Way We Work

Equal Employment Opportunity

Our corporation is committed to equal employment opportunity in all aspects of employment. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, pregnancy, sexual orientation, unfavorable discharge from the military, marital or parental status, genetic disposition or any other class protected by relevant state or federal law.

You may discuss equal employment opportunity related questions with your supervisor or any other member of management.

Americans With Disabilities Act

Our corporation is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify Human Resources of the need for accommodation. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals in order to reasonably accommodate a disability.

A Word About Our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Non-Harassment and Discrimination

We prohibit harassment of one employee by another employee, supervisor or third party for any reason including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, pregnancy, sexual orientation, unfavorable discharge from the military, marital or parental status, genetic disposition or any other class protected by relevant state or federal law. Harassment of third parties by our employees is also prohibited.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason, in violation of corporate policy or law.

Definition of Sexual Harassment

“Sexual harassment” consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment;
2. Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual’s dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another’s body; or
5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns.

Definition of Other Harassment

Inappropriate conduct in the workplace, based upon an individual's veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, pregnancy, sexual orientation, unfavorable discharge from the military, marital or parental status, genetic disposition or any other class protected by relevant state or federal law that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative, stereotyping, or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person or persons because of their protected status.

Any employee who feels that (s)he is a victim of such harassment should immediately report the matter to one of the following members of management who have been designated to receive such complaints: Business Support Manager or Financial Manager at (708) 598-4727 and 9925 Industrial Drive, Bridgeview, IL 60455.

If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

If the complainant or the accused is not satisfied with the disposition of the investigation, he/she may submit in writing an appeal to the President or his designee, who will review the investigation report and make a final decision. At the President's option, he or his designee may conduct further investigation, if necessary.

The corporation will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy may result in disciplinary action, up to and including discharge.

The filing of a complaint under the procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

