

## 2016 Harassment Training

Harassment is an important issue that is taken very seriously at Griffith Laboratories. Each employee is responsible for knowing and understanding what behaviors constitute harassment and how to respond to harassment. Please, slowly and carefully, review all of the information provided on each page.

### *EEOC Definition of Harassment*

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, sex, religion, national origin, disability, and/or age. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

I have read and understand the Definition of Harassment.

- Agree  
 Disagree

### *EEOC Definition of Sexual Harassment*

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man.
- The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

I have read and understand the Definition of Sexual Harassment.

- Agree  
 Disagree

### *Examples of Sexual Harassment*

- Explicit demands for sexual favors
- Subtle pressure for sexual activity
- Sex-oriented verbal kidding, teasing or jokes
- The display of sexually suggestive objects or pictures
- Repeated sexual flirtations, advances or propositions
- Continued or repeated verbal abuse of a sexual nature
- Physical contact such as petting, hugging, pinching or brushing against another's body
- Graphic or degrading comments about an individual or his or her appearance

I have read and understand the Examples of Sexual Harassment.

- Agree  
 Disagree

### *Types of Sexual Harassment*

**QUID PRO QUO** (Latin translation: "this for that")

QUID PRO QUO form of harassment simply means that you are giving something for getting something. This type of harassment occurs when someone with the authority or power to affect an employee's working conditions, offers a subordinate certain job related benefits or denies job related benefits if the employee does not submit to sexual advances.

Examples:

- If you grant me a sexual favor, you'll get a great raise!
- If you go out for drinks with me, maybe we'll talk about your raise...depending on your level of performance

**HOSTILE WORK ENVIRONMENT**

A Hostile Work Environment is created when harassing conduct unreasonably interferes with an individual's work or creates a hostile, intimidating or offensive work environment.

The Hostile Work Environment can include physical, verbal, non-verbal or visual displays that interferes with an individual's work.

Examples:

Offensive language, jokes, gestures, pictures, calendars

I have read and understand the Types of Sexual Harassment.

- Agree
- Disagree

***Key Steps for Responding to Harassment***

- Confront the alleged harasser
- Describe the situation, using non-judgmental statements (“When you...I feel...”)
- Ask that the behavior stops
- Check for understanding
- If the behavior does not stop notify your manager or HR

I have read and understand the Key Steps for Responding to Harassment.

- Agree
- Disagree

### *Griffith Laboratories Harassment Policy*

All employees have the right to a work environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment. The Company is committed to providing a work environment that is free of discrimination and all types of harassment. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, marital status, disability, religion, or any other legally protected characteristic will not be allowed. Harassment, sexual or otherwise, is against the law. It cannot and will not be tolerated by the Company.

Harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. Such behavior may result in disciplinary action up to and including termination when:

- Submission to such conduct is either an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as a basis for making employment decisions.
- The conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

No employee shall directly or indirectly:

- Threaten or insinuate that another person's refusal to submit to sexual advances will adversely affect that person's relationship with the Company, work status, evaluation, wages, advancement, assigned duties, or any other condition of employment.
- Promise, imply or grant preferential treatment in connection with another person engaging in sexual conduct.
- Abuse the dignity of another person through insulting or degrading sexual remarks or conduct.

All employees must be allowed to work in an environment free from sexual overtones and intimidation. Sexual harassment can occur between men and women, or members of the same sex.

Harassment in any form is unacceptable in the workplace itself and at other work-related settings such as business trips, meetings with customers and business-related social events.

The Company will not tolerate, condone or allow harassment of any kind, whether engaged in by fellow employees, supervisors, managers, or non-employees who conduct business with the Company. The Company supports and encourages reporting of all incidents of sexual or other harassment, regardless of who the offender may be. Any employee who has a complaint of any form of harassment should report the harassment to their supervisor, if appropriate, or any manager or the Human Resources Department.

If the Company receives a report or becomes aware of the possibility of harassment, either from a complaint or from observation, a prompt and discreet investigation will be conducted and every effort will be made to keep the matter confidential. After the investigation has been concluded, a determination will be made and appropriate action will be taken to resolve the complaint. If warranted, disciplinary action will be taken up to, and including, termination for cause. Where a

hostile work environment has been found to exist, the Company will take all reasonable steps to eliminate the conduct creating such an environment.

This policy also prohibits retaliation against employees who bring harassment charges or assist in investigating charges. Any employee bringing a harassment complaint (other than a knowingly

false or recklessly made claim) or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint. Any incident of retaliation should be reported in the same manner as an incident of harassment. Any employee who engages in retaliation will be subject to disciplinary action up to and including termination. Employees may also contact their state's Department of Human Rights regarding a concern about sexual harassment.

I have read and understand the Griffith Laboratories Harassment Policy.

- Agree
- Disagree

***It's About RESPECT***

If every employee displays respect for the dignity of others in the workplace, most problems can be avoided.

- Treat others as you want to be treated
- Treat others as you want your love ones to be treated
- Apologize if you offend someone

If you have any questions about harassment in the workplace or the Griffith Laboratories Harassment Policy, please contact your manager or any member of the Human Resources Department.

In which of the following business units do you work?

- |                                                |                                          |
|------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Griffith Laboratories | <input type="checkbox"/> Custom Culinary |
| <input type="checkbox"/> Innova                | <input type="checkbox"/> Worldwide       |
| <input type="checkbox"/> Corporate             |                                          |

In which of the following departments do you work?

- |                                              |                                    |                                     |                                               |
|----------------------------------------------|------------------------------------|-------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Manufacturing       | <input type="checkbox"/> QS        | <input type="checkbox"/> Finance    | <input type="checkbox"/> Planning & Logistics |
| <input type="checkbox"/> Product Development | <input type="checkbox"/> Marketing | <input type="checkbox"/> Sales      | <input type="checkbox"/> HR                   |
| <input type="checkbox"/> Engineering         | <input type="checkbox"/> IT        | <input type="checkbox"/> Purchasing | <input type="checkbox"/> Other                |

Please print your name: \_\_\_\_\_

Please sign your name: \_\_\_\_\_

List the date completed: \_\_\_\_\_

HARASSMENT TRAINING TEST

1. Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990 (ADA).  
 True  False
  
2. Which government agency is assigned with the task of regulating and monitoring issues with regard to harassment and discrimination?  
 OSHA  EEOC  FMLA
  
3. Examples of sexual harassment include: (select all that apply)  
 Explicit demands for sexual favors  
 Subtle pressure for sexual activity  
 Physical contact such as petting, hugging or pinching  
 Repeated sexual flirtations, advances or propositions
  
4. \_\_\_\_\_ form of harassment simply means that you are giving something for getting something.  
 Quid Pro Quo  
 Hostile Work Environment
  
5. Sexual harassment must occur between members of the opposite sex.  
 True  False
  
6. Any employee who has a complaint of any form of harassment should report the harassment to their supervisor, if appropriate, or any manager or the Human Resources Department.  
 True  False