Harassment Policy

This Policy, as with all RE/MAX Town Center policies, should in no way be construed as a contract of employment. Policies and procedures are set forth as a guideline and for information purposes only, and will not interfere with an employee's "at will" status. Generally, RE/MAX Town Center will adhere to the procedures indicated below, but reserves the right to consider actions dependent on each incident and/or matter.

RE/MAX Town Center encourages valuing the workplace by asking employees to respect the rights of their co-workers and others with whom they come into contact while representing RE/MAX Town Center. It is our intent to provide a work environment free from all verbal, physical and visual forms of harassment or discrimination committed by supervisors, employees or co-workers, male or female, and whether due to sex, sexual orientation, race religion, disability or any other reason.

With regard to sexual harassment, examples of the conduct we prohibit include:

- Vulgar or sexual comments, jokes, stories and innuendoes.
- Graphic or suggestive comments about other people's body or manner of dress.
- Gossip or questions about other people's sexual conduct or orientation.
- Vulgarity, leering, inappropriate touching and obscene or suggestive gestures.
- Display in the workplace of sexually suggestive photographs, cartoons, graffiti and the like.
- Subtle or unsubtle pressure for sexual activity, including unwelcome sexual advances.
- Solicitation or coercion of sexual activity, dates or the like by the implied or express promise of rewards, preferential treatment, or express threat of punishment.
- Unwelcome physical contact or inappropriate touching.
- Intimidating, hostile, derogatory, contemptuous or otherwise offensive remarks that are directed at a person because of that persons gender, whether or not the remarks themselves are sexual in nature, where the remarks cause discomfort or humiliation and interfere with the performance of the employee's duties.
- Retaliation against an employee for refusing sexual or social overtures, for complaining about sexual harassment, or for cooperating with the investigation of a complaint.
- RE/MAX Town Center's policy recommends that supervisors do not date subordinates.
- False allegations of harassment will result in disciplinary actions.

Harassment, particularly sexual harassment, can be difficult to define; misconceptions are common. Harassment is defined by what is offensive to the normal person and is considered to be harassment if it causes a hostile work environment. For this reason, we strongly urge you to use our harassment reporting policy without worrying about whether the conduct involved would be considered harassment in the legal sense. If you consider the conduct to be harassment, report it. This policy is intended to assist REMAX Town Center in addressing not only legal harassment, but also any conduct that is offensive and inappropriate.

Reporting Harassment or Discrimination

If at any time you believe you are being subjected to harassment or discrimination, or if you become aware of such conduct being directed at someone else, then promptly notify the Designated Broker. All Reported incidents are investigated under the following guidelines:

- The individual may contact the Designated Broker initiate a complaint.
- All complaints will be received in a professional, non-judgmental manner without comment of the validity of the complaint. The Designated Broker will immediately be notified of any reported allegations of harassment.
- The Designated Broker will promptly investigate all allegations of harassment.
- Employees/Brokers are expected to cooperate with full disclosure during the investigation.
- The alleged harasser and possible witnesses will be interviewed during the investigation.
- All complaints will remain confidential to the fullest extent possible and will be disclosed only as necessary to allow the Company to investigate and respond to the complaint. Parties to the complaint will be required to maintain confidentiality, speaking only to the Designated Broker about the complaint. Any party to the complaint who breeches confidentiality is subject to disciplinary action, up to and including termination.
- Anyone who is found to have violated the Harassment Policy will be subject to corrective action which may include any of the following: verbal or written warning, suspension, transfer, and/or required counseling, or termination. If the harassment is repeated, progressive disciplinary action will result, up to and including termination. Any proven incident of assault, including assault of a sexual nature, will be reported to law enforcement authorities. Any proven instance of assault will result in the immediate termination of employment or contract. The corrective action to be taken in all other cases will depend upon the gravity of the offense as determined by the Company.
- Retaliation by any part to the complaint against another party to the complaint will not be tolerated and must be reported immediately to the Designated Broker. The Designated Broker will investigate complaints of retaliation. Corrective action will be taken against anyone the Company determines to have engaged in retaliatory behavior. Such action may include an oral or written warning, suspension, transfer, and/or required counseling, or termination.

Incidents of harassment, discrimination of other inappropriate behavior should be reported as soon as possible. Please join us in our efforts to make RE/MAX Town Center a safe place to work for all Brokers and employees.

Name: _____

Signature: _____

Date: _____