



Updated: 09/30/18

Café Pizzaiolo Anti-Harassment Policy

Pizzaiolo Café Group LLC affirms its commitment to provide a work environment free from intimidation and harassment. Abuse of the dignity of anyone through ethnic, racist or sexist slurs or through other derogatory or object conduct is offensive employee behavior.

Anti-Harassment

If you harass another employee of the company, a customer or applicant to the company because of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age or any other protected classifications, in accordant with applicable federal, state and local laws, you will be subject to disciplinary action, including discharge.

Acts of Sexual Harassment by employees, supervisors, and managers is prohibited conduct. Any employee engaging in this type of behavior is subject to disciplinary action up to and including termination of employment.

Disciplinary action may also be taken against any employee who in bad faith makes a false or dishonest claim of harassment or discrimination.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature, when:

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

Examples of Misconduct – Examples of behavior that, depending upon the individual and total circumstances, may be construed to constitute Sexual Harassment, may include, but are not limited to:

Verbal:

- Using language of a sexual nature.
- Making sexual comments about a person's body.
- Making sexual comments, whistling at someone, innuendoes, kissing sounds, howling, catcalls, etc.
- Turning work discussions to sexual topics.
- Asking or telling about sexual fantasies, preferences, or history.
- Making unwanted sexual compliments, innuendoes, or suggestions.
- Telling lies or spreading rumors about a person's sex life.

Non-verbal:

- Looking a person up and down in a suggestive fashion.
- Staring at a person.
- Blocking a person's path.
- Following a person.
- Giving unwanted personal gifts.
- Displaying sexually suggestive visual materials, offensive jokes, comments, slurs, e-mail, memos, posters, cartoons, or gestures.

Physical:



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- Unwanted touching of a person's clothing, hair, or body.
- Standing close or brushing up against a person.
- Giving an unwanted massage.

Reporting complaints

Any employee who feels they have been subjected to sexual harassment, or has knowledge of such behavior are urged to bypass the Chain of Command and report directly to the General Manager of the unit, or to the owners of the company, as applicable.

All complaints will be investigated in a prompt and confidential manner. Upon completion of the investigation, a written determination of its conclusion will be prepared and when appropriate, a plan of action will be established to correct the problem and prevent reoccurrence.

Non - Compliance:

Pizzaiolo Management is confident that each employee will comply with the Anti-Harassment Policy.

Failure to adhere to this policy may result in a written warning, suspension or immediate termination of employment. Management reserves the right to make the final decision.

Any supervisor or General Manager who has knowledge of such behavior yet fails to take appropriate action, is also subject to disciplinary action.