

Facts:

Sexual harassment is illegal

- Complaints of sexual harassment are taken seriously by the Company
- Complaints are investigated in a prompt and thorough manner
- If sexual harassment is found, the harasser may be subject to counseling and/or discipline up to and including termination
- The harasser could face personal liability
- The Company prohibits any kind of retaliation against persons who report harassment or participate as a witness in an investigation

The Company always attempts to resolve sexual harassment complaints internally. If an employee believes the complaint has not been appropriately resolved through internal channels, the employee has the right to file a complaint with a state or federal civil rights agency. These agencies are listed in your local telephone directory, or on the poster located in your employee information area at work.

Preventative and remedial measures

The Company takes an aggressive, proactive approach to prevent and correct sexual harassment in the workplace. The following are measures taken by the Company:

- Implementing and distributing clear policies and/or procedures prohibiting sexual harassment
- Educating employees about harassment
- Training employees, supervisors and managers
- Providing multiple ways to report harassment
- Providing a confidential/anonymous employee hotline
- Conducting prompt and appropriate investigations
- Resolving allegations internally through complaint resolution procedures
- Issuing appropriate discipline and taking remedial action, as necessary.

The Paragon/SCIS
Hotline
800.574.8637

or: www.paragonhotline.com/
www.scishotline.com
confidential reporting 24/7

Other forms of unlawful harassment are also prohibited:

The Company has a policy against all forms of unlawful discrimination or harassment. All reasonable steps necessary are taken to prevent discrimination and harassment from occurring in the workplace. The principles outlined in this brochure also apply to harassing behavior based upon race/ethnicity, color, national origin, ancestry, sex/gender, gender identity/expression, sexual orientation, marital/parental status, pregnancy/childbirth or related conditions, religion, creed, age, disability, genetic information, veteran status or any other status protected by local, state or federal law. If you are aware of any discrimination or harassing comments or conduct regarding any of these categories, please bring such information to the attention of Paragon/SCIS management.

Note: Paragon and SCIS prohibit retaliation against any person who reports a complaint in good faith, or for filing, testifying, assisting or participating in any investigation conducted by the Company or a government enforcement agency.

For employees in the following states:

- California:** Call Department of Fair Employment and Housing (DFEH) at 1-800-884-1684.
- Connecticut:** Call Commission on Human Rights and Opportunities at 1-888-999-5545.
- Illinois:** Call Illinois Human Rights Commission at 1-312-814-6269.
- Massachusetts:** Call Massachusetts Commission Against Discrimination (MCAD) at 1-617-994-6000.
- New York:** Call the New York State Division of Human Rights at 800-427-2773.
- Rhode Island:** Call Rhode Island Commission for Human Rights at 1-401-222-2661.
- Vermont:** Call Vermont Human Rights Commission at 1-800-416-2010 or 1-802-828-2480, or the Office of the Attorney General at 1-802-828-3171.
- All Other States:** Call the Equal Employment Opportunity Commission (EEOC) at 1-800-669-4000 or go to: www.eeoc.gov.



Paragon Systems, Inc
13900 Lincoln Park Dr., Ste 370
Herndon, VA 20171

703.750.1098 | www.parasys.com



Sexual Harassment is Illegal

You can help stop it!



Prevention Guidelines

What is Sexual Harassment?

Sexual harassment is defined as unwelcome verbal or physical conduct, or advances of a sexual nature, or any harassment based on gender, gender identity, sex, sexual orientation (*A person's actual or perceived sexual and emotional attraction, or lack thereof, to another person.*), pregnancy or other protected class.

There are three main types of offensive behavior:

1. Conduct of a sexual nature that creates an offensive and/or hostile work environment
2. Coercive sexual conduct by a person in a position of power in the workplace
3. Discrimination based on a person's gender, gender identity, sex, sexual orientation, pregnancy or other protected class

Employees and the Company can be held legally liable for sexual harassment.

Examples of prohibited conduct:

Verbal Conduct

- Jokes, slurs and/or comments of a sexual nature
- Requests for sexual favors
- Insulting remarks directed toward a person relating to gender
- Unwelcome sexual advances, invitations or propositions
- Sexual comments about a person's body or appearance
- Offers of employment benefits in exchange for sexual favors
- Threats or actual retaliation after a negative response to sexual advances
- Talking about sex or your sex life, or asking other employees intimate questions
- Vulgar, offensive, or bad behavior
- Repeated requests for a date even when rejected

Even if you overhear remarks meant for someone else, this might be considered sexual harassment if it is offensive to you.

Physical Conduct

- Offensive or sexually offensive touching
- Repeatedly violating an employee's personal space
- Blocking or making motion difficult
- Brushing up against a body or touching, hugging, kissing
- Patting, grabbing or pinching
- Any unwanted or unwelcome physical conduct of a sexual nature



Non-Verbal Conduct

- Staring or leering at someone's body
- Obscene motions, gestures or sounds
- Sexually suggestive screen savers
- Posters, pictures, objects, cartoons, drawings, letters, notes, stories or statues that are sexually suggestive or pornographic, or that are displayed, posted, or viewed on the internet or sent by e-mail or text message

What to do if you think you have been harassed:

Tell the harasser to STOP and that the conduct makes you uncomfortable. If the unwanted behavior does not stop immediately, report the conduct to:

- Supervisor, or Local Human Resources, or
- Sector Management, or Sector Human Resources, or
- Employee Relations, or
- The Paragon/SCIS Hotline at 1-800-574-8637, or
- File online at www.paragonhotline.com/ www.scishotline.com

Note: Reporting concerns to the client may delay the investigation and resolution of your complaint.

Invitations

It is not sexual harassment when another employee asks for a date and accepts "no" for an answer. It might be sexual harassment if someone repeatedly asks for a date and won't take "no" for an answer.

Reporting is essential:

The Company cannot resolve problems unless we know about them. Any employee filing a report of sexual harassment is expected to assist in our investigation and provide accurate and truthful information. Failing to report harassment will only cause a delay in Paragon/SCIS's ability to stop the offensive conduct.

Who must report harassment?

All Employees:

If the person harassed does not report the harassment, encourage him or her to come forward. The person harassed should report harassment, as well as anyone who observes harassment.

All Managers and Supervisors:

If you see or are told about instances of sexual harassment, you are required to follow the chain of command and immediately forward the report to the Company through your Sector Human Resources, Sector Management, or Corporate Human Resources. You do not have a choice. It is your responsibility as Company leaders to prevent discrimination and harassment in the workplace. These are the actions you can take:

- Do not permit employees to tease each other
- Prohibit name-calling, slang and slurs
- Treat all employees equally
- Stop rumors, gossip and stereotypical remarks
- Do not permit others to speak, joke, or act in a sexually explicit manner or nature