

WFL Healthy Working Environment

Workplace Violence, Discrimination and Harassment Policies for Contract Employees at YAHOO!

Purpose of Policy

- To ensure that WFL maintains an environment where people are treated with courtesy and respect, in a manner that is supportive of individual dignity and free of violence, discrimination and harassment.

Intolerable Behaviors:

WFL will not condone Violence, Harassment or Discriminatory behavior at any time. We have defined these terms for you below.

Workplace Violence

Workplace is defined as the location in which a contract employee works or at which a contract employee participates in work-sponsored events.

- Workplace violence means: The exercise of physical force by a person against a contract employee that causes, or could cause, physical injury.
- An attempt to exercise physical force against a contract employee that could cause physical injury.
- A statement or behavior that is reasonable for a contract employee to interpret as a threat of physical nature.
- Domestic violence that would likely expose a contract employee to physical injury in the workplace.

Workplace Harassment

Harassment is defined as:

- Engaging in a course of offensive comments or conduct against a contract employee in a workplace. Offensive comments and/or Offensive Conduct include, but are not limited:
 - Unwarranted or unsolicited gestures that intend to or would likely cause offense.
 - Embarrassing or humiliating comments, conduct or gestures.
 - Unwanted sexual advances
 - Offering employment benefits for sexual favors
 - Physical touching or assault, as well as impeding or blocking movements.

Discriminatory Behavior

Discriminatory behavior happens in many ways, some of which may not be intentional.

Unlawful discrimination can occur in two ways:

- Unequal (disparate) treatment – when an employee that belongs to a protected class is treated differently, specifically because of his/her protected class status. Some, but not all protected classes are listed below:
 - Race
 - Color
 - Religion
 - National or ethnic origin
 - Physical or mental impairment
 - Age
 - Gender
 - Sexual Orientation
 - Marital Status
- Unequal (disparate) Impact - An employment practice that appears to be neutral but discriminates against protected classes in practice violates anti-discrimination laws. (Example) A policy stipulating that all employees must speak English as their primary language could have an adverse impact on non-native English speakers.

Responsibilities

Employer

- Post Federal and State Discrimination posters.
- Promote a safe work environment
- Define Workplace policies
- Provide training
- Provide line of communication for reporting any incident of workplace violence.
- Investigate any reports of workplace violence
- Ensure employees are safe from retaliation.

Employee

Client Services Staff, Managers and Directors

- Promote a safe work environment.
- Take all reasonable precautions for the protection of an employee if they become aware of a domestic violence situation that would likely expose an employee to physical injury in the workplace.
- Escalate all reports of workplace violence in a prompt, objective and sensitive manner.
- Facilitate medical attention and appropriate support for all directly or indirectly involved in a workplace incident.

Human Resources & Senior Management

- Takes responsibility for reviewing this policy annually.
- Ensures Contract employees have the tools necessary to be able to call for immediate assistance where necessary.
- Assist with and/or conduct the investigation timely, objectively and in a confidential and sensitive manner.

Reprisals/Retaliation

WFL will not tolerate reprisals or retaliatory measures against any contract employee who, in good faith, raises a complaint of workplace violence, harassment or discrimination in accordance with this Policy.

These protections apply to anyone that cooperates with the investigation of the complaint.

Disciplinary measures may be taken against any person who takes any reprisal against a person who reports workplace violence, harassment or discrimination.

Reporting an Incident - Any and all contract employees who have:

- Been the *subject of*
- Has *observed*
- Has *knowledge of*
- Has *reason to believe*

that violence, discrimination or harassment has occurred has an **obligation** to take action and initiate a complaint.

- Act respectfully toward other individuals while at work and while participating in any work-related activity.
- Ensure your own immediate safety in the event of a workplace violence incident.
- WFL employees: Report any incidents to on-site WFL contact – 707-935-6113.
- Supplier base employees: Report any incidents to your employer of record.
- Cooperate with any investigations.
- Participate in any education and trainings.

The Manager, Client Services

- Oversee the implementation of this and all policies.
- Ensure that all complaints are investigated promptly and confidentially.
- Continually assess the risk of Workplace violence.
- Make the contents of the Policy known to Client services staff.
- Report risks and potential risks to Human Resources and appropriate senior management.

WFL WorkPlace Violence, Discrimination & Harassment Policy

ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received and read a copy of the WorkforceLogic (WFL) Workforce Violence, Discrimination and Harassment Policy and I understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of employment with the Company. I agree to abide by and be bound by the rules, policies and standards set forth in the Workforce Violence, Discrimination and Harassment Policy. I understand that compliance with this policy is a condition of employment and that any violation of this Policy will be grounds for disciplinary action up to and including termination.

Employee signature _____

Employee's name [Printed] _____

Date _____