**StanChem and Albi Anti-Harassment Policy**

## **Sexual and Other Unlawful Harassment**

StanChem is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. **Sexual harassment is illegal, as described in the Connecticut Discriminatory Employment Practices Act and Title VII of the Civil Rights Act of 1964, as amended.** Harassment based on an individual’s race, color, religion or belief, national, origin, ancestry, sex (including pregnancy), age, physical, mental, or intellectual disability including blindness, sexual orientation, gender identity and/or expression, marital status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate., will not be tolerated. Similarly, sexual harassment is unacceptable conduct and will not be tolerated or condoned.

**Gender-based harassment** that is, harassment not involving sexual activity or language (e.g. when a supervisor harasses an employee of the opposite gender) – may also constitute discrimination if it is severe or pervasive and directed at employees because of their gender. StanChem prohibits and will not tolerate all these types of sexual harassment.

**Harassment based on any other Protected Characteristic**

Harassment based on any other protected characteristic is also strictly prohibited by StanChem. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion or belief, national, origin, ancestry, sex (including pregnancy), age, physical, mental, or intellectual disability including blindness, sexual orientation, gender identity and/or expression, marital status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

**Retaliation is prohibited.**

* StanChem prohibits retaliation against any individual who, in good faith, reports discrimination or harassment or participates in an investigation or voluntary provides information as a witness if this action. Retaliation against any StanChem employee will be subject to corrective action, up to termination of employment.
* StanChem will abide by the any State or Federal laws regarding protecting an employee who discloses information about harassment or unsafe practices.

**Complaint Procedure**

StanChem strongly urges the reporting of all incidents of harassment, discrimination or retaliation, regardless of the offender’s identity or position.

* Is important the prompt reporting of complaints or concerns so rapid and constructive action can be taken. StanChem will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its employees.
* Individuals who believe they have experienced an incident of harassment, discrimination or retaliation and/or who have concerns about these matters should file a complaint with the Human Resources Department as soon as possible.
* Individuals should not feel obligated to bring their complaints to their Department Manager before bringing the matter to the attention of Human Resources.
* Employees can submit claims to the department of Human Resources in writing, by e-mail or by meeting in person. Human Resources, or other designated resource, will fully and timely investigate, document and communicate with the complaining party about the results of the investigation and remedial actions taken, if any.
* To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.
* If, after investigating any complaint of harassment or discrimination, it has been confirmed that any party to the investigation did not provide honest and accurate information, or has intentionally provided false information regarding the investigation or complaint, discipline, up to and including, termination may be taken against that individual.
* Misconduct establishing harassment, discrimination or retaliation will be dealt with promptly and appropriately correction of action and/or possible termination.

The availability of this complaint procedure does not prevent individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

This Policy is also found in your Employee Handbook in greater detail.

***Individuals who have questions or concerns about these policies should contact their Department Manager or Human Resources***.