

## **Anti-Harassment & Anti-Discrimination Policy**

### **Our Commitment to a Respectful Workplace**

At Best S.T.E.P. Forward, we deeply value our collaborative work environment and are committed to ensuring that every employee feels safe and secure. We maintain a zero-tolerance stance against sexual harassment, any form of harassment, and physical intimidation.

Additionally, we do not condone any type of illegal or unfair discrimination against individuals or groups.

### **Standards**

We strive to uphold the highest standards consistently across all locations. Therefore, this Policy applies to all employees, committee members, volunteers, and anyone working on behalf of Best S.T.E.P. Forward. We also expect that third parties and non-employees providing services to Best S.T.E.P. Forward adhere to these standards and refrain from discriminatory, harassing, or retaliatory behavior.

### **Sexual Harassment Prohibition**

Best S.T.E.P. Forward strictly prohibits all forms of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical acts of a sexual nature. Any behavior that interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment is unacceptable. This includes both welcome and unwelcome sexual conduct. Examples of prohibited conduct include:

- **Verbal:** Sexual innuendos, suggestive comments, jokes of a sexual nature, unwelcome propositions, offers of employment benefits in exchange for sexual favors, reprisals after rejecting advances, and graphic comments about a person's body.
- **Non-Verbal:** Leering, obscene gestures, sexually suggestive objects or pictures, cartoons, posters, or electronic communications, as well as suggestive or obscene notes or letters.
- **Physical:** Unwanted sexual contact, including suggestive or offensive touching, blocking movement, or brushing up against someone.

### **Other Forms of Harassment**

In addition to sexual harassment, we prohibit all forms of harassment, including physical intimidation, bullying, and verbal abuse. Violence or threats of violence have no place in our workplace. We are committed to treating each other with respect and professionalism at all times.

## **Anti-Discrimination Policy**

At Best S.T.E.P. Forward, we respect and value the unique talents and contributions of every individual. We do not tolerate illegal or unfair discrimination based on:

- Age
- Ancestry
- Color
- Religious Creed
- Use of Family and Medical Care Leave
- Disability
- Marital or Domestic Partner Status
- Medical Condition
- Genetic Information
- Military and Veteran Status
- National Origin
- Race
- Sex (including pregnancy, childbirth, breastfeeding, and related medical conditions)
- Gender, Gender Identity, and Gender Expression
- Sexual Orientation
- Citizenship
- Political Affiliation

Discrimination against individuals or groups in these protected classes is not tolerated, regardless of local laws. We also adhere to any additional anti-discrimination requirements set by local legislation.

## **Handling Complaints**

We take all allegations of sexual harassment, other forms of harassment, and discrimination very seriously. Complaints are treated confidentially (to the extent possible) and are investigated thoroughly and impartially by qualified personnel in a timely manner.