

ZERO TOLERANCE

Zero-Tolerance Policy for Harassment

Kent Companies is a work environment in which people are treated with dignity, decency and respect. All employees are entitled to a workplace that is built upon mutual trust and that is free from intimidation, oppression and exploitation.

Kent Companies does not tolerate discrimination or harassment of any kind (verbal, non-verbal, sexual).

Examples of Verbal Harassment & Discrimination:

- Using hate words, including nicknames, slurs and negative stereotyping.
- Teasing based on the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.
- Bullying or contributing to a hostile work environment through taunting.
- Teasing another person because you think they don't "measure up."
- Unwelcome advances, requests for sexual favors, quid pro quo offers, threats of retaliation or other verbal comments of a sexual nature (jokes, innuendos, suggestive comments, lewd remarks).

Examples of Non-Verbal Harassment & Discrimination

- Conduct that threatens, intimidates or coerces another person.
- Distribution of photos or video of another person when they are not aware with the intent to ridicule or insult based on national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.
- Distribution or display of written or graphic material that ridicules, insults, belittles or shows hostility, aversion or disrespect toward an individual or group.
- Unwelcome, unwanted physical contact, either through direct touch or proximity; suggestive gestures
- Distribution, display or discussion of written or graphic material that is sexually suggestive, insulting or demeaning.

These behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves.

Beyond the Workplace

Our harassment policy applies to conversations, email, text messages, social media posts, tweets and digital images and videos that are about or may be seen by employees, customers, vendors or other members of our community.

All Kent Companies employees are expected to treat other Kent employees and non-employees with respect. Remember, your actions reflect on the entire Kent Companies team.

Additional Resources

Access the complete Anti-Harassment Policy & Complaint Procedure in the Kent Companies handbook, which is found on www.kentcompanies.com.

Report harassment at any time by calling **1-888-440-ECHO**. ECHO stands for Employees Confidential Hotline Option. Or, contact Human Resources. All employees receive 100% confidentiality.