



## **No Harassment**

IPIC Entertainment is committed to a work environment in which all individuals are treated with dignity and respect. IPIC Entertainment does not tolerate and prohibits discrimination, harassment, bullying, or retaliation of or against job applicants, contractors, interns, volunteers, or Team Members by another Team Member, supervisor, vendor, student, guest or any third party on the basis of race, color, religion, alienage or national origin, ancestry, citizenship status, age, disability/handicap, sex, marital status, veteran status, sexual orientation, genetic information or any other characteristic protected by applicable federal, state or local laws. IPIC Entertainment is committed to a workplace free of discrimination, harassment, bullying, and retaliation.

### **Discrimination Defined**

Discrimination under this policy means treating differently, denying or granting a benefit to an individual because of the individual's protected characteristic as described above.

### **Harassment Defined**

Harassment is defined in this policy as unwelcome verbal, visual, or physical conduct based on a protected characteristic when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance, adversely affect an individual's employment opportunities; or
- Such conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Harassment can be verbal (such as slurs, jokes, insults, epithets, or teasing), visual (such as offensive posters, symbols, cartoons, drawings, computer displays, gestures, or emails) or physical conduct (such as physically threatening another, blocking someone's way) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Team Members are expected to behave in a professional and respectful manner at all times.

### **Sexual Harassment Defined**

Sexual harassment is harassment based on gender or of a sexual nature. Sexual harassment can include all the above actions, as well as other unwelcome conduct.

Examples of sexual harassment that violate this policy include, but are not limited to:

- intentional physical conduct that is sexual in nature, such as touching, pinching, fondling, restraining, massaging, blocking normal movement;
- unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, flirtations, advances, leering, whistling or comments about a person's sexuality or sexual experience;
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- obscene or vulgar gestures, posters, cartoons/drawings or comments;
- sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
- propositions or suggestive or insulting comments of a sexual nature;
- sexually-explicit emails or voicemails (including instant messages or text messages);
- uninvited touching of a sexual nature;
- unwelcome sexually-related comments;
- conversation about one's own or someone else's sex life;
- conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- teasing or other conduct directed toward a person because of the person's gender.

Individuals who believe they have been the victims of or who have witnessed conduct in violation of this policy should follow the procedure stated below so that the complaint can be investigated quickly and fairly.

1. Assuming you feel comfortable, address the harasser and ask them to stop; and
2. Provide a complaint to your manager or a Human Resources Representative of the Company as soon as possible after the incident. Include all details on the incident(s), names of individuals involved and the names of any witnesses.

Team Members are required to cooperate in all investigations conducted pursuant to this policy. Anybody, regardless of position or title, whom the Company determines has engaged in harassment of any kind in violation of this policy or supervisors whom knowingly allow such behavior to continue, is considered misconduct and will be subject to prompt appropriate corrective action, up to and including termination.

A Team Member who is either under of the appropriate person to whom to raise an issue of perceived harassment or who has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment should contact the Human Resources Department or utilize any of the alternative reporting methods as described under Reporting Procedures within this policy. Additional external reporting forums in your state are provided herein.