



Harassment Prevention Policy

(Maine)

2019



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TalentWave (the Company) is committed to providing a work environment free of harassment. Sexual harassment and harassment based on race, color, sex (including pregnancy and related medical conditions), sexual orientation (including gender identity or expression), physical or mental disability, religion, ancestry, national origin, age, HIV/AIDS status, genetic information, membership in the National Guard or U.S. reserves or because the employee or The TalentWave payrolled contractor filed a claim or asserted a right under Maine's Workers' Compensation Act or Whistleblowers' Protection Act are unlawful in the workplace. The Company will not tolerate discrimination or harassment based on these characteristics or any other characteristic protected by applicable federal, state or local law.

All employees and TalentWave payrolled contractors are expected to comply with the Company's Harassment Prevention policy. While the Harassment Prevention policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee or TalentWave payrolled contractor who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination or anyone participating in an investigation into such a report will not be tolerated.

Any employee or TalentWave payrolled contractor who believes that he or she has been harassed or discriminated against, or who is aware of harassment or discrimination against others, should immediately provide a written or verbal report to the Company representative.

Employees or TalentWave payrolled contractors who believe they have been harassed or discriminated against may also file a formal complaint with The Maine Human Rights Commission (MHRC). The MHRC may be reached at 51 State House Station, Augusta, ME 04333-0051 or by telephone at (207) 624-6290 or fax at (207) 624-8729.