

## **POLICY AGAINST HARASSMENT AND DISCRIMINATION**

TEDA does not tolerate harassment of, or discrimination against, any of our employees or applicants. Any form of harassment or discrimination related to any individual's race, color, sex/gender, religion, age, national origin, disability, sexual orientation, citizenship status, or veteran status is a violation of this policy and will be treated as a disciplinary matter.

For these purposes, the term "harassment" includes:

- Offensive remarks, comments, jokes or slurs pertaining to an individual's race, color, sex/gender, religion, age, national origin, disability, sexual orientation, or citizenship status.
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved, including threats of harm, violence or assault.
- Offensive pictures, drawings or photographs or other communications, including e-mail.
- Threatening reprisals for an employee's refusal to respond to requests for sexual favors or for reporting a violation of this policy.
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
  - b. Submission to, or rejection of, such conduct by an individual is used as a basis of employment decisions affecting such individual.
  - c. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate discharge. If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss them with TEDA's Chief Executive Officer or the President of TEDA's Board of Commissioners.

All TEDA employees are covered by this policy and are prohibited from engaging in any form of harassing or discriminatory conduct, including its Chief Executive Officer and all supervisors and managers. Neither the Chief Executive Officer nor any supervisor or manager has the authority to

suggest to any employee or applicant that that individual's employment or advancement will be affected in any way by the individual's entering into (or refusing to enter into) any form of personal relationship with him or her.

Harassment of our employees in connection with their work by non-employees is also a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee must report such harassment to his or her supervisor. Appropriate action will be taken.

**What TEDA expects from you.** TEDA expects that you will not simply suffer through undesirable or offensive conduct in silence or permit other employees to suffer through such conduct without reporting it. Whether or not you are certain that another person's behavior really constitutes "harassment" or "discrimination" it is your responsibility to report it directly to TEDA's Chief Executive Officer as soon as possible after the incident or incidents occur. Reports will be kept confidential to the extent possible.

**When to Make a Report.** TEDA can only remedy harassment and discrimination that you bring to our attention. To give TEDA the opportunity to take prompt action that will prevent future occurrences, you must immediately report any conduct which you believe might be harassment or discrimination. If you feel that you are being harassed by another employee or by anyone else, you should tell that individual how you feel – no matter who it is – if practicable. You are also to report all harassment toward you or another employee to the Chief Executive Officer so that we can ensure that the conduct is stopped.

If the problem involves the Chief Executive Officer or if you do not feel that the matter can be discussed with the Chief Executive Officer, you must report the problem as soon as possible to President of TEDA's Board of Commissioners. Your complaint will be kept as confidential as possible, and you will not be penalized in any way for reporting in good faith a harassment or discrimination problem.

All complaints of harassment or discrimination will be promptly investigated. If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension or dismissal, depending on the nature and severity of the offense. No person will be subject to any adverse action because he or she files a good faith complaint of harassment or discrimination even if the facts asserted cannot be ultimately established.

**Retaliation is Prohibited.** TEDA absolutely forbids reprisals or retaliation against any employee for reporting a violation of this policy, for opposing a violation of this policy, or for participating in an investigation of harassment or discrimination.

If any TEDA employee believes that he or she is the subject of retaliation for having made a complaint of discrimination or harassment, for having opposed a violation of this policy, or for having participated in an investigation into anyone else's complaint, a report shall promptly be made to the Chief Executive Officer or the President of TEDA's Board of Commissioners.