



# Action Facilities Management

Site Management • Security • Facilities Maintenance

## Sexual Harassment

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- AFM will not allow any form of sexual harassment within the work environment.
- Sexual harassment interferes with work performance and creates an intimidating, hostile or offensive work environment. Sexual harassment influences or tends to affect the career, salary, working conditions, responsibilities, duties or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment. It will not be tolerated.
- Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., signs and posters) or requests for sexual favors.
- Any intentional sexual harassment is considered to be a major violation of company policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation.

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I acknowledge that I have been made aware of AFM's policy on sexual harassment. I have been given an opportunity to discuss and ask questions concerning this policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
AFM Representative Signature

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
AFM Representative Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date