



## **NON DISCRIMINATION, ANTI-HARASSMENT AND ANTI-BULLYING**

The Triangle Tech Group has affirmed its opposition to discrimination on the basis of race, color, religion, gender, national origin, ancestry, disability, the use of a guide or support animal for disability, or relationship to a person with a disability, age, genetic information, veteran status, pregnancy, marital status, caregiver status, gender identity, gender conformity, sexual orientation, having a GED rather than a high school diploma, and any other protected class under federal/state/municipal law. Sexual harassment and any other form of discrimination, whether verbal, physical or environmental, are unacceptable and grounds for termination of employment.

The corporation endorses only those policies and practices which protect individual rights and provide equal standards of employment, compensation, and opportunities for development. You have been hired on the basis of your qualifications alone. Likewise, you are expected, and indeed required to treat your fellow employees, prospective and former students, current students, graduates, vendors and guests in accordance with the corporate policy of non-discrimination. Furthermore, it is the commitment of The Triangle Tech Group to provide an environment that is free from harassment of any sort, including a hostile workplace or classroom.

The Civil Rights Act of 1964, Title VII, originally prohibits harassment, hostility and/or discrimination based on race, color, national origin, religion, and sex. Subsequently other laws made harassment, hostility and/or discrimination unlawful based on gender, ancestry, disability, the use of a guide or support animal for disability, or relationship to a person with a disability, age, genetic information, veteran status, pregnancy, marital status, caregiver status, gender identity, gender conformity, sexual orientation, having a GED rather than a high school diploma, and any other protected class under federal/state/municipal law.

The EEOC proposed guidelines define harassment as verbal, physical, graphic and/or electronic conduct, or symbolism that denigrates or shows hostility or aversion toward an individual, or of the individual's relatives, friends or associates, based on race, color, religion, gender, national origin, ancestry, disability, the use of a guide or support animal for disability, or relationship to a person with a disability, age, genetic information, veteran status, pregnancy, marital status, caregiver status, gender identity, gender conformity, sexual orientation, having a GED rather than a high school diploma, and any other protected class under federal/state/ municipal law. Harassment also includes, but is not limited to, epithets, slurs, negative stereotyping, threats, intimidation, or hostile acts, including jokes or pranks which are hostile or demeaning. Harassing conduct also includes written, graphic and/or electronic materials and e-mails that are circulated or posted in the workplace.

Additionally, bullying will not be tolerated. Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which is intended to intimidate, or creates a risk to the health and safety of employees. Bullying includes behavior that intimidates, degrades, offends, or humiliates another or others, often in front of others, and undermines an individual's right to dignity at work.

Accordingly, all employees are advised that any such conduct which exists in the workplace will be thoroughly responded to and thoroughly investigated. Any employee who feels that he/she is being discriminated against, harassed, bullied or subjected to a hostile work environment is encouraged to report the problem through the confidential complaint procedure described in this handbook. Further, the Triangle Tech Group will neither participate in, nor will it permit retaliation for such a complaint being filed against any individual who makes a complaint, participates in a complaint or is closely associated with an individual who makes a complaint. Any employee who engages in harassment of any sort is subject to immediate discipline, up to and including termination.

The Triangle Tech Group will not permit nor engage in conduct that is harassing or hostile towards any individual or individuals based on race, color, religion, gender, national origin, ancestry, disability, the use of a guide or support animal for disability, or relationship to a person with a disability, age, genetic information, veteran status, pregnancy, marital status, caregiver status, gender identity, gender conformity, sexual orientation, having a GED rather than a high school diploma, and any other protected class under federal/state/municipal law. Furthermore, like our prohibition against hate, protection against harassment and hostility is not dependent on membership in a protected society.

With respect to harassment based on sex or gender, it is the commitment of The Triangle Tech Group to provide an environment that is free from harassment of any sort. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. submission to such conduct is made explicitly or implicitly as a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
3. such conduct has, or could have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual Harassment can include, but is not limited to:

- Conversations with sexual innuendo such as sexually suggestive comments or jokes or comments of a sexual nature, or derogatory comments about gender.
- Improper questions about an employee's private life;
- Requests for sexual favors; or graphic, degrading or condescending comments about an employee's appearance, dress or anatomy;
- Repeated social invitations when the invitee has previously indicated that he or she is not interested in accepting such invitations;
- Circulating material (by any method, electronically or otherwise) which ridicules a gender or which is sexually suggestive, or other forms of discriminatory ridicule or insults, regardless of whether the ridicule is directed at specific individuals;
- Undesired, intentional physical contact (e.g., embracing, touching, pinching), or any threats or suggestions of undesired contact;
- Display of sexually suggestive calendars, objects, cartoons, computer applications or similar displays;
- Continued abuse of familiarities or diminutives or inappropriate behavior such as whistling or catcalls, offensive gestures or leering;
- The awarding of favorable ratings, promotions or salary considerations based on sexual favors or acceptance of social invitations, regardless of whether the employee welcomes the invitations;
- The transmission of offensive sexual, graphic or suggestive images.