

Workplace Harassment and Discrimination

Afortus, LLC is committed to providing a work environment free of discrimination and harassment. Accordingly, we expressly prohibit any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by federal, state, or local law.

Concerning sexual harassment, Afortus, LLC, prohibits the following:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - b. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendoes, and other sexually oriented statements. Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:
 - a. Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body;
 - b. Sexually suggestive touching;
 - c. Grabbing, groping, kissing, fondling;
 - d. Violating someone's personal space;
 - e. Whistling;
 - f. Lewd, off-color, sexually-oriented comments or jokes;
 - g. Foul or obscene language;
 - h. Leering, staring, stalking;
 - i. Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons;
 - j. Unwanted or offensive letters or poems;
 - k. Sitting or gesturing sexually;
 - l. Offensive E-mail or voice-mail messages;
 - m. Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, sexual activities, deficiencies, or prowess;
 - n. Questions about one's sex life or experiences;
 - o. Repeated requests for dates;
 - p. Sexual favors in return for rewards or threats if sexual favors are not provided
 - q. Sexual assault or rape;
 - r. Any other conduct or behavior deemed inappropriate by Afortus, LLC.

Complaint Procedure

Each member of management is responsible for creating an atmosphere free of discrimination and harassment. Additionally, marketing representatives are accountable for respecting the rights of their coworkers.

If you experience any job-related harassment based on your sex, race, color, religion, age, national origin, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by federal, state, or local law, or believe that you have been treated in an unlawful, discriminatory manner, you are required to promptly report the incident to your regional manager or area manager. A member of the executive management will investigate the incident. If you believe it would be inappropriate to discuss the matter with your regional manager, or if your regional manager is the offending party, you may report the incident to your area manager. Your complaint will be kept confidential to the extent possible.

If determined that a marketing representative is guilty of harassing another marketing representative or coworker, appropriate disciplinary action will be taken against the offending marketing representative, up to and including termination of their marketing representative agreement.

MARKETING REPRESENTATIVES WHO HAVE EXPERIENCED CONDUCT THAT THEY BELIEVE IS CONTRARY TO THIS POLICY ARE REQUIRED TO TAKE ADVANTAGE OF THIS COMPLAINT PROCEDURE. A MARKETING REPRESENTATIVE'S FAILURE TO FULFILL THIS OBLIGATION COULD AFFECT THEIR RIGHTS IN PURSUING LEGAL ACTION.

Afortus, LLC prohibits any form of retaliation against any marketing representative for filing a bona fide complaint under this policy or assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination, it is determined that the complaint is not bona fide and was not made in good faith or that the marketing representative has provided false information regarding the complaint, disciplinary action may be taken against the marketing representative who filed the complaint or who gave the inaccurate information.

Confidentiality

Afortus, LLC, to the extent possible, will maintain the confidentiality of information received as a result of the charge and the investigation.

Afortus, LLC, does not employ Marketing Representatives.

Marketing Representatives are independent contractors.