

Anti-Discrimination, Harassment or Bullying

We pride ourselves for creating a workplace and environment based on diversity and tolerance. Salt & Straw will not tolerate discrimination, harassment or bullying or any other form of inappropriate behavior of its team members by co-workers, vendors or customers. We believe such behavior has numerous negative effects on both individuals and our company as a whole.

We take this policy very seriously and will take prompt action to stop and correct any discrimination/harassment/bullying of which we are informed. It is the team member's responsibility to promptly report any discrimination/harassment/bullying they feel subjected to, or they become aware of, before it becomes severe or pervasive.

Prohibited Conduct: This policy applies equally to all forms of discrimination or bullying, including sexual harassment.

Sexual harassment is a form of team member harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- Is made either explicitly or implicitly a term or condition of an individual's employment;
- Is used as the basis for employment decisions affecting such individual; or
- Has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Additional prohibited discrimination, harassment or bullying includes, not limited to:

- Verbal harassment, such as epithets, derogatory comments, vulgar or profane words and expressions, slurs, jokes or comments that refer to an individual's sex, race, color, religion, national origin, age, disability, citizenship, veteran status, marital status, sexual orientation, protected activity or any other characteristic or status protected by local, state or federal law;
- Physical harassment, such as unwelcome touching, assault, blocking, impairing or otherwise physically interfering with an individual's normal work or movement;
- Visual forms of harassment, such as derogatory posters, cartoons or drawings; and
- Conduct of a sexual nature, such as name calling, obscene jokes, sexually suggestive comments or insulting sounds; graphic or verbal comments of a sexual nature about a person's anatomy; or transmission of sexually suggestive material via e-mail.

Examples of bullying may include, but are not limited to:

- Unwarranted or invalid criticism
- Blame without factual justification
- Being treated differently than the rest of the team members in a work group
- Being the target of cussing or disrespectful language
- Exclusion or social isolation

- Being the target of shouting or other behavior intended to humiliate an team member
- Excessive "prank" jokes or teasing of an team member

Any form of discrimination/harassment/bullying will not be tolerated at any level of the company and will result in appropriate disciplinary action against the offending persons, up to and including termination. It is extremely important that everyone reviews his/her attitudes and conduct toward fellow team members to insure that what might be intended as a harmless joke or comment is not interpreted by another team member as a form of discrimination, harassment or bullying. It is management's responsibility to ensure team members are not subjected to inappropriate behavior and take immediate action in accordance with this policy.