Sexual Harassment Policy

Issue: September 2019

SEXUAL HARASSMENT, DISCRIMINATION and HOSTILE ENVIRONMENT POLICY

Cabinets To Go prohibits employee discrimination of any kind, including sexual harassment by employees, managers, vendors and customers.

Sexual Harassment is defined as any unwanted conduct that is sexual in nature or based on a person's sex, that is severe and pervasive, and which unreasonably interferes with an employee's ability to do their work or creates a hostile environment.

Prohibited behavior includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature, including offensive remarks about a person's gender. Both males and females can be victims of sexual harassment.

Prohibited behavior also includes any behavior that creates an offensive work environment (Hostile Environment) or that results in an adverse employment decision such as the victim being fired or demoted (Quid pro Quo). Some examples include:

- A manager threatening a bad performance review if an employee doesn't go on a date with her
- An employee suggestively brushing up against a coworker while she was working
- An employee emailing pornographic photos to a coworker

Individuals violating this policy will be subject to discipline, up to and including termination.

Employees, regardless of their gender, are required to report suspected sexual harassment directly to their supervisor, the HR manager or the Compliance Department immediately in person, via phone call or email. You may also file concerns through the Cabinets To Go Hotline:

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cabinetstogo.ethicspoint.com
telephone at 844-369-5636

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Complaints of harassment will be documented and investigated as soon as possible and a resolution provided to the victim in writing . Insofar as possible, complaints will be maintained as confidential to prevent retaliation while the complaint is being researched and/or resolved.

In addition, our Company prohibits retaliation of any kind against an individual claiming harassment.