



Sexual and Other Unlawful Harassment Policy

The Company believes in a positive work environment and each team member is treated with dignity and respect. The Company has a “zero-tolerance” policy with respect to unlawful harassment and prohibits any form of unlawful harassment based on race, age (40+), religion, gender, color, national origin, creed, disability, genetic disposition, sexual orientation, gender identity or expression, pregnancy, military status or status as a protected veteran, or any other characteristic or status protected by federal, state, or local law.

With respect to sexual harassment, the Company prohibits:

- Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature; and
- Offensive sexual comments, jokes, innuendoes, and other sexually oriented statements.

Examples of the types of conduct prohibited by this anti-harassment policy include, but are not limited to, the following:

- Sexually explicit or offensive or derogatory comments, jokes, innuendoes, pictures, videos, emails, texts, or music relating to a person’s race, age (40+), religion, gender, color, national origin, creed, disability, genetic disposition, sexual orientation, gender identity or expression, pregnancy, military status, or status as a protected veteran, or any other characteristic or status protected by federal, state, or local law.
- Acting in a manner to show dominance over or to intimidate another person because of their race, age (40+), religion, gender, color, national origin, creed, disability, genetic disposition, sexual orientation, gender identity or expression, pregnancy, military status, or status as a protected veteran, or any other characteristic or status protected by federal, state, or local law.
- Sexually suggestive touching, grabbing, kissing, whistling, and stalking.
- References to sexual conduct, gossip regarding one’s sex life, body, and sexual activities, or questions about one’s sex life or sexual experiences.

- Any other conduct or behavior deemed inappropriate by the Company management.

Harassment Complaint Procedure:

If you experience any job-related harassment based on your race, age (40+), religion, gender, color, national origin, creed, disability, genetic disposition, sexual orientation, gender identity or expression, pregnancy, military status or status as a protected veteran, or any other characteristic or status protected by federal, state, or local law, or believe that you have been treated in an unlawful, discriminatory manner, immediately report the incident to a supervisor or manager, Human Resources, or an officer of the Company. The Human Resources Manager can be contacted at 4000 Tower Rd., Louisville, Kentucky 40219, (502) 964-3361. This policy applies to all incidents of alleged harassment, including those that occur away from the Company or off-hours, where the alleged offender is a supervisor, co-worker, client, or vendor of the Company. Should the alleged harassment occur at a time other than your normal working hours, report the incident to a supervisor or manager, Human Resources, or an officer of the Company, at the first opportunity. This policy also applies to all incidents of alleged harassment by any other third party on the Company's premises and worksites.

There is no need to follow any formal chain of command when filing a complaint or when discussing any concern regarding alleged discrimination or harassment, and a complaint does not need to be in writing. All complaints will be kept as confidential as possible. If the Company determines that a team member has violated this policy, appropriate disciplinary action will be taken against the offending team member, up to and including termination of employment.

The Company prohibits any form of retaliation against any team member for filing an honest complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the Company determines that the complaint is not honest and was not made in good faith, or that a team member provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.



K. Ryan Harvey
President and CEO

6/9/2023
Date