



Document ID #	HR-POL4	Revision:	1	Date:	11/02/2023
DOCUMENT NAME: Harassment, Discrimination, and Retaliation Prevention Policy					

Control: Internal

Reference Documents:

TVS Employee Handbook

Purpose: This policy aims to address and prevent antagonistic situations that violate the dignity of employees. It pertains to single or repeated incidents of intimidation, humiliation, degradation, bullying, or other undesirable verbal, non-verbal, or physical conduct toward one person or a group of people.

Scope:

All Employees of TVS SCS NA.

Responsibilities:

It is the responsibility of all TVS SCS NA employees to foster workplace interaction and relationships free of harassment, discrimination, and retaliation of any form.

Policy:

In accordance with applicable law, the Company is committed to maintaining a workplace free from any form of unlawful discrimination, harassment, or retaliation on the basis of any EEO-protected category or any other status or classification protected by applicable federal, state, and/or local laws ("*Protected Characteristics*") as described in the EEO Policy. In keeping with that policy, the Company will not tolerate unlawful discrimination or harassment of any kind by or of any employees or applicants for employment.

All Forms of Harassment and Bullying Strictly Prohibited

The Company strives to provide all employees with a work environment that encourages productive activity and mutual respect. To accomplish this, TVS SCS will not tolerate harassment, bullying, or inappropriate conduct described in this Policy by any employee or non-employee (such as vendors, visitors, etc.), and will deal severely with anyone who engages in such conduct. Therefore, it is our policy to prohibit any form of harassment or bullying of employees or inappropriate conduct or targeting based on an individual's Protected Characteristic(s). This policy applies anytime an employee is involved in Company activities, including out-of-office meetings, business trips, Company-sponsored events, etc.



“Harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of the individual’s Protected Characteristic(s), and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance.
3. Otherwise adversely affects an individual's employment opportunities.

Examples of harassing conduct can include, but are not limited to, the following:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to Protected Characteristic(s);
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of Protected Characteristic(s), and which is placed on walls, bulletin boards, or elsewhere on Company premises, including in online locations, or circulated in the workplace.
3. Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their Protected Characteristic(s).
4. Bullying behavior, including but not limited to threats, intimidation, coercion, ridicule, insults, or belittling.
5. Spreading false, vicious or malicious rumors.
6. Other behavior that creates a workplace where an employee reasonably feels threatened, humiliated or intimidated

Sexual Harassment Prohibited

While sexual harassment is covered and included in the general prohibition against any form of harassment, sexual harassment deserves special mention and can be difficult to define. Sexual harassment can be subjective, and certain conduct is more offensive to some people than to others. However, the basic guideline that TVS SCS will follow is that physical touching, not required by the job, is inappropriate. Likewise, pictures, discussions, jokes, or remarks involving sex, sexual matters, propositions, or physical makeup are prohibited. No employee or manager may engage in this type of conduct, and all incidents must be reported. Although all the kinds of prohibited conduct could not be listed, the following lists examples of types of prohibited conduct:

- Unnecessary touching or brushing against someone
- Comments or slurs of a sexual or sexist nature
- Cartoons or pictures that deal with a sexual or sexist subject
- Pressuring someone to go on a date



- Dirty or offensive jokes of a sexual or sexist nature
- Stating or implying that an individual's conditions of employment require submission to such conduct
- Any such conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment

Any employee who has information regarding any harassment, bullying, or inappropriate conduct described above should immediately notify Human Resources, their Department Manager, or Immediate Supervisor. They should also tell the harasser to stop the offending conduct, if feasible. This includes harassment or inappropriate conduct by another employee, manager, or non-employee.

Complaint Procedure

Employees who feel they have suffered any form of unlawful discrimination, harassment, or retaliation should immediately report the alleged conduct to their supervisor, to any other supervisor or member of management, or to Human Resources. If the complaint concerns the employee's supervisor, the employee should make the report to Human Resources. Any employee who observes conduct that they believe to be unlawfully harassing, bullying, retaliatory, or discriminatory under this policy must report such conduct as outlined above.

Upon receipt of a complaint, the Company will conduct a prompt and thorough investigation. The investigation will be conducted in such a way as to keep the report confidential to the extent practicable under the circumstances without impeding the investigation. All employees are expected to cooperate with investigations of complaints. The Company will notify the complaining party and, as appropriate, the subject of the complaint, of the outcome of the investigation. Any person employed by the Company who is found to have violated this policy or whose conduct would violate this policy if allowed to continue will be subject to disciplinary action up to and including employment termination.

Retaliation Prohibited

The Company prohibits any form of retaliation or unlawful discrimination against an employee for reporting or complaining about discrimination, harassment or for participating in an investigation of such a complaint or report. If an employee believes that they have been retaliated against for resisting or reporting discrimination or harassment, they must report such retaliation in the same manner as set forth above. Such misconduct will result in disciplinary action up to and including employment termination. Any employee who knowingly makes a false report of harassment or discrimination or knowingly provides false information during an investigation will be subject to disciplinary action up to



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and including employment termination. The Company trusts that all employees will act in a responsible and professional manner to establish a pleasant working environment free of discrimination, harassment, and retaliation.

Record Retention:

Record Number	Record Name	Storage Location	Retention	Disposal

Training

Document Revision History:

Date of Revision	Rev #	Description of Change	Reviewed by:	Approved by:
11/02/2023		Uploaded and Controlled to FastWorks	Hope Molyneaux	Paula Novak