

DISCRIMINATION & HARASSMENT

You and your co-workers are entitled to work at a place free from discrimination and harassment.

Specialized Staffing DOES NOT TOLERATE discrimination or harassment in the branch offices, hiring offices or workplaces.



WHAT IS DISCRIMINATION?



Discrimination is **BOTH** unwelcome and unlawful conduct that is directed a person or group solely based on their:

Race	Country of Origin
Gender	Disability
Age	Pregnancy
Religion	Marriage or Civil Partnership
Sexual Orientation	Gender Reassignment

WHAT IS HARASSMENT?



Petty slights, annoyances, and isolated incidents (unless extremely serious) are not considered harassment.

POSSIBLE HARASSMENT

- Receiving threats and/or the use of threatening words or gestures towards you
- Your safety is at risk
- You can prove discrimination based on a protected status

NOT HARASSMENT

- Your assignment is ended due to business changes
- Direct or Frank tone
- Not feeling “included”
- Gossip about you
- Someone is unfriendly or rude to you
- Someone raising their voice in order to be heard or in an emergency

SEXUAL HARASSMENT

Sexual Harassment is when a co-worker or supervisor continually says or does something of a sexual nature in the workplace or in the context of a working relationship - it is not limited to a location or time.



SEXUAL HARASSMENT

Additional examples include, but are not limited to:

Unwelcome demands or requests for sexual favors

Promise of special treatment for sexual favors

Invasion of Personal Space

Intimidation

Conduct or Gestures of a Sexual Nature

Perception



UNWELCOME TOUCHING



**UNWELCOME COMMENTS,
COMPLIMENTS, OR JOKES**

LEERING



**SENDING UNWELCOME EMAILS,
DIRECT MESSAGES, OR TEXTS
OF A SEXUAL NATURE**

SHARING IMAGES COULD BE CONSIDERED CRIMINAL

CHILD & FORCED LABOR

CHILD LABOR:

We **DO NOT** employ individuals under the age of 18.

Specialized Staffing abides by the youth employment standards outlined under the Fair Labor Standards Act (FLSA).

FORCED LABOR:

Specialized Staffing Solutions **DOES NOT** support nor tolerate any forced labor to include slave labor, human trafficking, or bonded labor.



REPORTING & RESPONDING

Steps to follow when responding & reporting to harassment:

- POLITELY inform the person that you consider what they did, said, or wore offensive. Ask them not to say, do, or wear that again
- If you feel that saying this to the person will lead to an escalation of the conduct or a confrontation, reach out to your supervisor and ask that they address the situation
- Report the conduct to Specialized Staffing when:
 - You have done one or both above steps, yet the conduct continues
 - If the offending party is your supervisor



EXPECTATIONS OF SPECIALIZED

- All reports will be treated as confidential as possible
- All reports are investigated by conducting interviews with you, any witnesses, and the accused
- The investigation will include reviewing any relevant emails, direct messages, texts, images, video and/or audio recordings
- No action will be taken against any employee because he or she files a report UNLESS it is found that a false report was made.
- After the investigation, if it is found in that the accusation does not fall under the legal definition of harassment, the decision on the continued employment of the accused is at the discretion of Specialized Staffing staff, ownership and workplace decision makers. After that determination, any retaliation on the accused by the accuser or agent of the accuser can lead to their termination



REPERCUSSIONS

After an investigation, if it has been found that you engaged in:

- Harassment
- Discrimination
- Sexual Harassment
- Bullying
- Physical or verbal attacks towards staff, supervisors or coworkers
- Unwelcome or offensive speech, actions, gestures, texts, direct messages, phone calls, etc.

It can lead to the ending of your assignment and being put on DNA (*Do Not Assign*) status.

Incidents identified as criminal will be reported to authorities.

