

Sexual Harassment

1.0 Policy

It is the policy of Ultra Technologies, Inc. to ensure that all employees are aware that sexual harassment is a form of discrimination and violates Title VII of the Civil Rights Act. The Company believes that each individual employed by us has the right to be free from harassment.

2.0 Definition

- ?? Sexual harassment is defined as:
- ?? Unwelcome physical contact
- ?? Sexually explicit language or gestures
- ?? Uninvited or unwanted sexual advances or
- ?? An offensive or hostile work environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.

Making the above listed circumstances either explicitly or implicitly a term of employment also constitutes sexual harassment.

3.0 Procedure

Complaints of sexual harassment against employees or clients are to be brought to the attention of one's manager. The manager, with the assistance of the Human Resources Manager, will investigate the matter, and if the allegation is sustained, the responsible employee will be disciplined. Determination of appropriate discipline will depend upon the circumstances of individual cases, but may include disciplinary action up to and including termination from employment.