



New Vision Aviation, Inc.

Policy Against Harassment

New Vision Aviation (NVA) is committed to providing a workplace free from unlawful discrimination and harassment. In keeping with this commitment, we maintain a strict policy prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, age or any other characteristic protected by state or federal employment discrimination laws. This policy applies to all employees at all levels without exception. It also extends to those who do business with us, including volunteers, vendors and clients. Harassment in any form, including verbal, physical and visual harassment, is prohibited as is retaliation of any kind against individuals who file complaints in good faith or who assist in an employer investigation of alleged harassment.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Employees who violate this policy are subject to corrective action up to and including termination. Any member of management who has knowledge of such behavior yet fails to take action is also subject to corrective action up to and including termination.

Examples of prohibited unlawful sexual harassment include, but are not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis; and
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.

If you believe you or any other person within NVA has been harassed by a co-worker, supervisor, vendor, client or agent of NVA, you should promptly report the facts of the incident or incidents and names of the individuals involved to your supervisor or in the alternative, the Executive Director. It is the responsibility of each employee to immediately report any violation or suspected violation of this policy to one or more of the individuals identified above. Supervisors are to immediately report any incidents of harassment to the Executive Director. Under the direction of the Executive Director, all such claims will be investigated and when warranted, appropriate corrective action taken.

If you make a complaint of sexual harassment, you will be notified in writing of the outcome of the investigation. If there is a lack of documentation to support the allegation, you may be asked to provide additional information to management for further investigation.

New Vision Aviation (NVA) strictly prohibits retaliation against any employee who reports or files a harassment complaint and/or against any employee who cooperates with the investigation of a complaint. You should always feel free to report valid claims without fear of retaliation of any kind.

Policy Effective Date: 3/4/2022