

Insurance Overload Staffing

POLICY ON SEXUAL HARASSMENT

It is the policy of Insurance Overload Staffing (IOS) that all employment relationships shall be conducted in a professional, cordial and inoffensive environment. Sexual harassment will not be tolerated at IOS. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and all other offensive verbal or physical conduct of a sexual or gender-related nature where:

- { Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;
- { Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the individual; and
- { Such conduct has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive working environment.

If any employee believes that he/she has been subjected to sexual harassment by a supervisor, management official, fellow employee, customer, client, vendor or any other person in connection with employment at IOS, or while on assignment for a client of IOS, the circumstances should be immediately brought to the attention of an IOS supervisor or manager. Upon notice from any source of a complaint or an incident of sexual harassment, the supervisor or manager is to report such complaint or information to the Chief Executive Officer or to corporate legal personnel. If the complaint involves the immediate supervisor or manager, or if the circumstances are uncomfortable to discuss with the supervisor or manager, the matter should be reported directly to the Chief Executive Officer or to corporate legal personnel.

All complaints of sexual harassment will be investigated promptly under the direction of IOS Headquarters and, where necessary, corrective action will be taken. The investigation of such complaints will be treated as confidentially as possible. No employee will be punished or suffer any adverse employment action as a result of their good faith report of sexual harassment to the Company.

Any supervisor, agent, or employee who is found to have engaged in sexual harassment or retaliation against an employee for exercising rights protected by this policy will be subject to appropriate discipline, up to and including discharge.