

GATEWAY PROGRAM DEVELOPMENT CORPORATION ANTI-HARASSMENT POLICY

I. Introduction

This document sets forth the official policy of Gateway Program Development Corporation (GDC) relating to the prohibition against discriminatory harassment, consistent with GDC's commitment to promoting a workplace environment free from harassment and intimidation.

II. Policy

GDC is committed to creating and maintaining a supportive and positive work environment that is safe and secure and free from prohibited harassment. As a result, GDC maintains a strict policy prohibiting sexual harassment and harassment against applicants and employees based on any legally-recognized status, including, but not limited to: race, sex, sexual orientation, gender identification, color, religion, age, national origin, disability, genetic information, veteran status, or any other factor protected by law.

This policy covers all persons involved in GDC's operations, regardless of their position, and prohibits harassing conduct by any GDC employee, including supervisors, executives, managers and nonsupervisory employees. This policy also covers prohibited harassment by or towards non-employees such as Trustees, applicants, consultants, vendors or other non-employees who conduct business with GDC, to the extent that GDC has control over such individuals and their conduct affects the work environment or interferes with the performance of work. This policy applies to all harassment occurring in the work environment whether on GDC premises or in other work-related settings and applies regardless of the gender of the individual involved.

III. Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature and constitutes sexual harassment when:

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

Following are non-exclusive examples of prohibited conduct constituting sexual harassment:

- Unwelcome sexual advances or propositions (including repeated and unwelcome requests for dates);

- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Physical conduct: touching, assault or impeding or blocking normal movements;
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages;
- Verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress, whistling or making suggestive or insulting sounds; or
- Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets or other social media postings.

IV. Other Harassment Defined

For purposes of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual based on any characteristic protected by law, that:

- Creates an intimidating, hostile or offensive work environment; or
- Unreasonably interferes with an individual's work performance.

Examples of such harassment are:

- Verbal conduct including using ethnic slurs or racial epithets, mocking, ridiculing or mimicking another's culture, accent, appearance or customs, threatening, intimidating or engaging in hostile or offensive acts that focus on an individual's race, color, religion, sex, age, disability, national origin, sexual orientation, gender identity, genetic information, veteran status or any other factor protected by law, including jokes and pranks;
- Visual and/or written conduct including the display on walls, bulletin boards or elsewhere on GDC premises or the circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward a person or group because of an individual's race, sex, sexual orientation, gender identification, color, religion, age, national origin, disability, genetic information, veteran status, or any other factor protected by law; and
- Physical conduct including assault, unwanted touching, blocking or impeding normal movement because of an individual's protected status.

V. Reporting

Each employee and consultant is responsible for creating an atmosphere free from harassment. Therefore, GDC requires each employee and consultant to promptly report all incidents of discriminatory harassment.

Any employee or consultant who believes that he or she is being harassed or has observed harassment must promptly contact the office of the General Counsel of GDC or any other office specified for such purposes by the office of the General Counsel from time to time.

VI. Investigation

When an employee or consultant makes a report of discriminatory harassment, GDC will undertake a prompt investigation as may be appropriate under the circumstances. The steps to be taken during the investigation cannot be fixed in advance, but will vary depending on the nature of the allegations. GDC will maintain confidentiality throughout the investigative process to the extent practical, permitted by law and consistent with GDC's need to undertake a full investigation.

If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, GDC may take appropriate action to reinforce its commitment to providing a work environment free from harassment.

VII. Manager's Responsibility

All executives, supervisors and managers are responsible for:

- Implementing this policy, which includes, but is not limited to, taking steps to prevent harassment and retaliation;
- Ensuring that all employees and consultants under their supervision have knowledge of and understand this policy;
- Promptly reporting any complaints to the office of the General Counsel so they may be investigated and resolved in timely manner;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this policy; and
- Conducting themselves, at all times, in a manner consistent with this policy.

Failure to meet these responsibilities may lead to disciplinary action, up to and including termination.

VIII. Non-Retaliation

Retaliation of any kind against any employee or consultant who exercises his or her rights under this policy is prohibited and will not be tolerated. In this regard, GDC expressly prohibits retaliation against any person because that person has made a good faith complaint regarding a potential violation of this policy, who is involved in an investigation conducted pursuant to this policy or who files, testifies, assists or participates in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency.

An employee or consultant who believes that he or she has been retaliated against for reporting discriminatory harassment or for participating in an investigation of such conduct, is required to report the conduct to the General Counsel's office or any other office specified for such purposes by the office of the General Counsel from time to time.

Retaliation is a serious violation of this policy and must be reported immediately. The report and investigation of allegations will follow the procedures set forth in this policy. Any employee found to have retaliated against an individual for reporting discriminatory harassment or for participating in an investigation of allegations of such conduct will be subject to appropriate disciplinary action.

IX. Good Faith

The initiation of a good faith complaint of harassment or retaliation will not be grounds for disciplinary action, even if the allegations cannot be substantiated. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

Adopted: _____, 2018