



Equal Employment Opportunity and Policy Against Harassment, Discrimination, and Retaliation

C & R Management Company is an equal opportunity employer and makes employment decisions based on merit and the Company's needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values. The Company does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, managers, supervisors, and third parties, on the basis of: race, color, religion, national origin, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), age (40 and over), disability, military status, genetic information, sexual orientation, gender identity, or any other class or expression protected by applicable law.

Harassment is a form of discrimination and similarly prohibited. Harassment may take many forms, but the most common forms include: verbal harassment (e.g., jokes, epithets, slurs, negative stereotyping, and/or unwelcome remarks about an individual's body, color, physical characteristics, appearance, or sexual practices, or gossiping about sexual relations); physical harassment (e.g., physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, or leering at a person's body); or visual harassment (e.g., offensive or obscene pictures or emails, gestures, display of sexually suggestive objects, unwelcome notes, or any other material that denigrates or shows hostility toward an individual because of a protected characteristic).

Retaliation by any person, including, but not limited to, co-workers, managers, supervisors, and third parties, for reporting any incidents of harassment or discrimination, for making any complaints of harassment or discrimination, or for participating in any investigation of incidents of harassment or discrimination, is strictly prohibited. Any suspected retaliation by one accused of harassment or discrimination, or by anyone else, will be promptly and thoroughly investigated. If a complaint of retaliation is substantiated, the Company will take appropriate disciplinary action.

ADA, Religious, and other Accommodation

As part of our commitment to equal opportunity and nondiscrimination, C & R Management Company provides reasonable accommodations for qualified employees with known disabilities unless doing so would result in an undue hardship to the Company or cause a direct threat to health or safety. The Company provides reasonable accommodations for employees whose



religious belief, practice, or observance conflicts with a workplace requirement unless doing so would result in an undue hardship to the Company. The Company provides reasonable accommodations for employees based on gender identity in dress/grooming standards and facilities and for employees based on pregnancy, childbirth, breastfeeding, or related conditions, unless doing so would result in an undue hardship to the Company. Employees needing such accommodation are instructed to contact Human Resources at (801) 580-5848.

Complaint Procedure for Complaints of Discrimination, Harassment, or Retaliation - If employees believe they have been subjected to harassment, discrimination, or retaliation of any kind or any conduct that violates this policy, employees must immediately report the conduct to their General Manager, Area Supervisor, Human Resources at (801) 580-5848, the Director of Operations at (801) 231-3272), or our confidential 24/7 concern line at (877) 503-1860, code 5187.

Employees should bring the matter to the Company's attention promptly so that any concern of harassment, discrimination, or retaliation can be investigated and addressed appropriately. Managers must report any complaints of misconduct, including harassment, discrimination, or retaliation, to Human Resources or the Director of Operations as soon as possible so the Company can attempt to resolve the claim internally.

The Company will promptly and thoroughly investigate all complaints in a fair and impartial manner. The investigation will be documented and tracked. The Company will keep all information disclosed during the investigation confidential, except as necessary to conduct the investigation, take any remedial action, or in accordance with applicable law. All employees and supervisors have a duty to cooperate in the investigation of alleged harassment, discrimination, or retaliation. Failing to cooperate or deliberately providing false information during an investigation is grounds for disciplinary action, including termination of employment. If the Company determines a violation of policy has occurred, it will take effective remedial action.

Sexual Harassment Policy

C & R Management Company is committed to maintaining a workplace free from sexual harassment. This policy is one component of the Company's overall policy on equal employment opportunity and prohibition of harassment, discrimination, and retaliation. Any questions about this policy can be directed to Human Resources at (801) 580-5848.

- Sexual harassment will not be tolerated. Any employee who engages in sexual harassment or retaliation will be subject to disciplinary action, including termination of employment.
- Sexual harassment violates our policies, is potentially unlawful, and may subject C & R Management Company to liability for harm to victims of sexual harassment. Harassers may also be subject to personal liability. Employees at every level who engage in sexual harassment, including managers who engage in sexual harassment or who allow such behavior to continue, will be disciplined.



- The Company will conduct a prompt and thorough investigation that ensures fairness for all parties whenever it receives a complaint about sexual harassment, or otherwise becomes aware of possible sexual harassment occurring. The Company will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees must cooperate with any internal investigation of sexual harassment.

Definition of Sexual Harassment - Sexual harassment is a form of sex discrimination and is unlawful. Sexual harassment includes harassment based on sex (including same-sex), sexual orientation, or gender identity.

Sexual harassment includes unwelcome conduct that is either of a sexual nature, or that is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes words, signs, jokes, pranks, intimidation, or physical violence of a sexual nature directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit statements, or sexually discriminatory remarks.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment, or any other terms, conditions, or privileges of employment.

Anyone who feels harassed should report immediately so that any violation of this policy can be corrected promptly.

Examples of Sexual Harassment

- Physical acts of a sexual nature, such as:
 - Touching, pinching, kissing, hugging, brushing against another employee's body
 - Rape, sexual battery, molestation
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job
 - Subtle or obvious pressure for unwelcome sexual activities



- Sexually oriented gestures, noises, remarks, or jokes, or comments about a person's sexuality or sexual experience
- Sex stereotyping, such as when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying or sharing pictures, posters, calendars, graffiti, objects, or other materials that are sexually demeaning or pornographic, including displays on workplace computers or personal cell phones

Retaliation - Unlawful retaliation can be any action that could discourage someone from coming forward to make or support a sexual harassment claim. As discussed in more detail above, retaliation is unlawful and against our policies.

Reporting Sexual Harassment - Preventing sexual harassment is everyone's responsibility. The Company cannot prevent or remedy sexual harassment unless it knows about it. Anyone who feels they have been subjected to behavior that may constitute sexual harassment must report such behavior to their General Manager, Area Supervisor, Human Resources at (801) 580-5848, Director of Operations at (801) 231-3272, or our confidential 24/7 concern line at (877) 503-1860, [code 5187](#).

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime and it may be appropriate to contact the local police department.

Management Responsibilities - All managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior, or for any reason suspect that sexual harassment is occurring, must report such suspected sexual harassment to Human Resources.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment - All complaints or information about sexual harassment will be investigated promptly, thoroughly, and fairly. Investigations will be kept confidential to the extent possible.



Employees may be required to cooperate as needed in an investigation of suspected sexual harassment. The Company will not tolerate retaliation against employees who file complaints, support another's complaint, or participate in an investigation regarding a violation of this policy. If the Company determines a violation of policy has occurred, it will take effective remedial action.

If you have questions, feel free to ask your manager or to contact the Human Resources department at (801) 280-9299.