

Anti-Sexual Harassment Policy

Sexual harassment is a form of workplace discrimination and will not be tolerated. In keeping with Siri Singh Sahib Corporation's commitment to maintaining a safe workplace, free from any forms of workplace discrimination, all employees are required to work in a manner that prevents sexual harassment in the workplace. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment. Employees are urged to report sexual harassment by filing a complaint internally with Siri Singh Sahib Corporation's Executive Director. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Please note our sexual harassment policy extends to all employees, regardless of employment status (paid or unpaid) including contractors, interns, partners, vendors, or business associates, or any other person who represents our company or brand.

1. Sexual Harassment Will Not Be Tolerated.

Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination.)

2. Retaliation Prohibition

No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Siri Singh Sahib Corporation will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Reports of sexual harassment may be made verbally or in writing.

Any employee of Siri Singh Sahib Corporation who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees working in the workplace who believe they have been subject to such retaliation should inform a manager immediately or inform the Executive Director. All employees who believe they have been a target of such

retaliation may also seek relief in other available forums. Harassers may be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

3. Mandatory Misconduct Investigation

Siri Singh Sahib Corporation will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Siri Singh Sahib Corporation 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, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

4. Committed to Creating a Culture of Change

Preventing sexual harassment is everyone's responsibility. All employees are required to report any harassment or behaviors that violate this policy. Siri Singh Sahib Corporation will provide all employees a complaint form for reporting harassment and filing complaints. Managers and supervisors are similarly required to report any complaint that they observe, or become aware of, to the Executive Director promptly. Failure to do so may result in immediate termination.

What is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

- 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.

Examples of sexually harassing work environments include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favours

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures - Whistling
- Leering

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at employer-sponsored events or parties, or over teleconferencing. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

5. Other Legal Protections

Sexual harassment is not only prohibited by Siri Singh Sahib Corporation but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Siri Singh Sahib Corporation, employees may also choose to pursue legal remedies with the appropriate governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.