

Murphy Warehouse Company

PROHIBITED HARASSMENT

PURPOSE

It is the policy of Murphy Warehouse Company that harassment on the basis of protected classification (race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission and sexual orientation), including sexual harassment, is prohibited.

Such harassment violates the law, creates an offensive working environment, decreases productivity, adversely affects positive working relationships, increases costs to the company and tarnishes the image of the company and everybody associated with it.

POLICY

No employee of Murphy Warehouse Company may engage in verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission or sexual orientation, or that of the person's relatives, friends or associates, if the conduct:

1. has the purpose or effect of unreasonably interfering with the person's work performance; or
2. otherwise adversely affects that person's employment opportunities.

The following are examples of prohibited harassment. Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor or with the Human Resources Manager.

1. Epithets, slurs or negative stereotypes;
2. Intimidating or hostile acts based upon protected classification;
3. Written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted or circulated on Murphy Warehouse Company property.

One form of prohibited harassment is sexual harassment. Sexual harassment is defined as:

1. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's obtaining employment or continuing employment; or
2. Making submission to or rejection of such conduct the basis for employment decisions affecting an employee; or
3. Creating an intimidating, hostile or offensive working environment or otherwise substantially interfering with an individual's employment by such conduct; or
4. Retaliating against an employee for complaining about such conduct.

The following are examples of sexual harassment. Please note that these are not the only examples.

1. Unwelcome sexual flirtations, propositions, and invitations to social events;
2. Offensive physical contact or physical closeness;
3. Use of words of a sexual nature describing body parts or sexual acts, telling "suggestive" jokes or stories, and conversations about sexual exploits or sexual desires;
4. Displaying in the workplace sexually suggestive objects, pictures, cartoons, or representations of any action or subject which is sexual in nature and which can be perceived as offensive;
5. Sabotaging an employee's character, reputation, work effects, or property because of sex;
6. Direct and indirect suggestions that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend in any way on the granting of sexual favors or relations.

If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor or the Human Resources Manager..

Murphy Warehouse Company recognizes that consensual relationships sometimes exist between employees which are, or have the potential of becoming, sexual in nature. It is not Murphy Warehouse Company's intent to regulate social interactions between employees or relationships entered into freely; however, **sexually harassing behaviors in any form are strictly prohibited.**

COMPLAINTS RELATING TO PROHIBITED HARASSMENT

An employee who believes he or she has been subject to harassment prohibited by this policy should report the incident immediately to your supervisor or to the Human Resources Manager.

The facts surrounding the incidents will be documented in writing and signed by the employee. Thereafter, the investigation may include interviews with the employee making the charges, the accused employee, and appropriate witnesses, depending upon the individual circumstances of the matter.

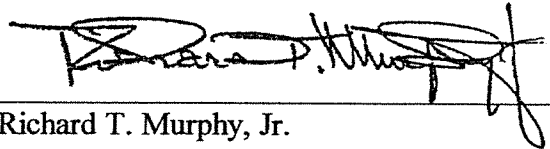
Determination of whether prohibited harassment occurred will be made on a case-by-case basis, depending upon the circumstances of the matter, including the type of harassment alleged, the context in which the alleged harassment occurred and any other facts deemed relevant. The employee's directly involved in the complaint will be advised of the final disposition of the matter.

PENALTIES FOR PROHIBITED HARASSMENT

A violation of this policy may be grounds for immediate discipline, up to and including discharge, or other appropriate action. Sanctions, if any, will be determined on a case-by-case basis, after a review of relevant information.

HOW TO GET MORE INFORMATION

Any questions regarding your obligations and those of others under this Policy should be directed to the Director of Human Resources.



Richard T. Murphy, Jr.
President

THIS POLICY CANCELS AND SUPERCEDES ANY CURRENTLY EXISTING POLICY.

I have been trained, have read and understand Murphy Warehouse Company's **Prohibited Harassment Policy** and agree to follow and adhere to this policy.

Employee signature: _____

Date: _____

Trainer's Name

Trainer's Signature