

SEXUAL HARASSMENT POLICY

Objective

Jonathan's Restaurant is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation or any other legally protected characteristic will not be tolerated.

Harassment Defined

Harassment is conduct that creates an intimidating, hostile or offensive work environment. Harassment includes but is not limited to the following:

- Verbal conduct such as epithets, derogatory comments, jokes or slurs.
- Visual conduct such as derogatory or otherwise offensive posters, cards, calendars, photographs, cartoons, graffiti, drawings, or gestures.
- Physical conduct such as assault, unwelcome touching, blocking normal movement or interfering with work.
- Retaliation for having resisted or reported or threatened to report harassment.

Sexual harassment is defined as "Unwelcome sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or;
- 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.
- Sexual harassment may include explicit sexual propositions, sexual innuendos, suggestive comments, sexually oriented "kidding" or "teasing" or practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or printed or visual material and any physical contact, such as patting, pinching or brushing up against another body when these actions are unwelcome.

Awareness of Harassment Is Everyone's Responsibility

Jonathan's Restaurant's harassment policy applies to all persons involved in day-to-day operations and prohibits harassment by all associates, as well as any person doing business with or for the company. Non-employee violators of this policy are subject to expulsion from Jonathan's Restaurant's facilities when harassment occurs on premises.

Every individual in a leadership role has the accountability to keep his or her workplace free of harassment. That responsibility includes discussing this policy with employees and assuring that no employee is required to endure insulting remarks or degrading behavior.

Procedures for Reporting Harassment Claims

Jonathan's Restaurant recognizes that all employees do not have the same level of sensitivity, and conduct which may be offensive to one associate may not be offensive to another employee. Therefore, it may be possible to correct the situation by discussing it directly with the source of the conduct.

Employees unwilling or unable to discuss the situation directly with the source and believes the action constitutes unwelcome harassment, should immediately report the conduct to their immediate supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person, he/she should immediately contact any other member of management. Any employee can raise concerns and make reports without fear of reprisal or retaliation.

Investigation of Claims

Any employee or member of management who becomes aware of possible sexual or other unlawful harassment must immediately advise a member of management so it can be investigated in a timely and confidential manner. All allegations of sexual harassment will be taken seriously and will be investigated as discreetly as possible by a member of management. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

If an allegation of sexual harassment is substantiated by the investigation, the appropriate action will be taken. Depending on the nature and circumstance of the harassment, discipline can include counseling, suspension without pay, and/or termination of employment. When the investigation is complete, the alleging associate will be informed of the outcome of the investigation. Disciplinary action may also be taken against members of management who know of the behavior occurring, or of a complaint, and who fail to take immediate and appropriate action.

Retaliation

Any associate who brings a sexual harassment complaint or assists in an investigation of such a complaint will not be adversely affected in terms of employment or discriminated against or discharged because of the complaint. Complaints of retaliation should be reported immediately and will be promptly investigated according to the investigation procedures outlined above. Retaliation or threats of retaliation will be grounds for disciplinary action as set forth above, up to and including termination of employment.