



## ***HARASSMENT PROHIBITION POLICY***

C3 INDUSTRIAL BLASTING & COATINGS, INC. (hereafter referred to as “C3 INDUSTRIAL” or “the Company”) expressly prohibits any form of unlawful employee harassment based on race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, disability, genetic information, past, present, or future status in the Uniformed Services of the United States of America or any other status or characteristic that is protected by federal, state, or local law.

### **Harassment Prohibition**

The law defines unlawful harassment as verbal or physical conduct that denigrates or shows hostility toward another motivated by that race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, disability, genetic information, past, present, or future status in the Uniformed Services of the United States of America or any other status or characteristic that is protected by federal, state, or local law, and which is so severe or pervasive that it alters the terms and conditions of the person’s employment and creates a discriminatorily hostile working environment. Any such conduct is specifically prohibited.

Violation of C3 INDUSTRIAL Harassment Prohibition Policy will not be tolerated. Those employees who violate the policy are subject to immediate disciplinary action up to and including termination of employment. By way of example only, and specifically with regard to sexual harassment, C3 INDUSTRIAL prohibits the following:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
  - b. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment.
  - c. Such a conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendoes, and other sexually oriented statements.
3. Offensive sexually explicit magazines, literature, photos, and/or videos.

It is, however, important to understand that harassment prohibited by this policy includes conduct other than "sexual" harassment if based on an individual's race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, disability, genetic information, past, present, or future status in the Uniformed Services of the United



States of America or any other status or characteristic that is protected by federal, state, or local law.

### **Management and Co-Worker Responsibility**

Each member of management is responsible for creating an atmosphere free of discrimination and harassment. Further, employees are responsible for respecting the rights of their co-workers. C3 INDUSTRIAL's prohibition on harassment also extends to temporary workers, customers, visitors, suppliers and vendors of the Company.

### **Complaint Procedure**

Any person who believes that he or she has experienced or witnessed any job-related discrimination or harassment based on race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, disability, genetic information, past, present, or future status in the Uniformed Services of the United States of America or any other status or characteristic that is protected by federal, state, or local law, or that he, she or others have been treated in an unlawful manner, must promptly report the incident to the Human Resources Department in the Knoxville, Tennessee office (Telephone 865.288.4514), or to his or her direct supervisor. Upon receipt of a complaint C3 INDUSTRIAL will investigate the matter and take appropriate action. All employees will be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.

If, after an investigation, the Company determines that harassment in violation of Company policy occurred, prompt corrective and disciplinary action will be taken designed to stop the harassment immediately and prevent its recurrence. If the Company concludes that the complaint is the result of a knowingly false statement, prompt corrective and disciplinary action may be taken. In any event, the determination of the actions to be taken will be based on all relevant facts on a case-by-case basis.

Any complaint will be kept confidential and on a "need to know" basis only to the maximum extent possible.



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ACKNOWLEDGMENT**

I have received and read the C3 INDUSTRIAL Harassment Prohibition Policy and understand that if C3 INDUSTRIAL determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

C3 INDUSTRIAL prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation.

However, if after investigating any complaint of harassment or unlawful discrimination, C3 INDUSTRIAL determines that the complaint is not bona fide or that the employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

By signing below, I acknowledge the following:

1. I have received and read the C3 INDUSTRIAL Harassment Prohibition Policy.
2. I fully understand the complaint procedure set forth therein.

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EMPLOYEE NAME (PRINT)

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EMPLOYEE SIGNATURE

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DATE