



**AVIATION PERSONNEL**

4756 Hwy. 377 South  
Ft. Worth, TX 76116

Phone 817-244-2125  
Fax 817-244-2135

## EEO / Harassment Policy

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**AVIATION PERSONNEL** is committed to equal employment opportunities for all qualified persons. We provide equal opportunity and equal treatment in all aspects of employment to all employees and to all applicants for employment without regard to race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, or military obligations. We make reasonable accommodations to ensure equal employment opportunities for qualified disabled individuals. A disabled individual is qualified for a job if he or she can, with or without reasonable accommodation, perform the essential job duties. We expect you to respect the feelings of your fellow employees, and to treat your fellow employees in a courteous and professional manner. We will not tolerate any form of harassment of our employees. Harassment includes any hostile, intimidating, offensive, insulting, demeaning or otherwise unwelcome words or conduct. Specifically forbidden is harassment because of a person's sex, race, national origin, religion, age or disability. Examples of prohibited harassment include offensive, insulting or demeaning stereotypes, remarks, gestures, jokes, pranks or slurs about a person's sex, race, national origin, religion, age or disability. Harassment of our employees is forbidden and will result in disciplinary action, which may include immediate discharge.

### **Sexual Harassment**

We maintain a professional workplace that is free from sexual harassment. Managers and supervisors shall not threaten or insinuate that an employee's refusal to submit to sexual advances or any other form of sexual harassment will adversely affect the employee's continued employment, pay, benefits, working conditions or job opportunities. Similarly, managers and supervisors shall not state or imply that submission to sexual advances or any other form of sexual harassment will in any way enhance an employee's employment opportunities, hours, pay benefits, or any other terms or conditions of employment. No manager or supervisor has any authority to take any adverse action against an employee, including discharge, demotion, or reducing the employee's work hours, benefits or pay, because the employee refuses to submit to sexual advances or any other form of sexual harassment. Similarly, no manager or supervisor has any authority to give an employee preferential treatment because the employee does submit to sexual advances or any other form of sexual harassment. Any verbal or physical conduct of a sexual nature that could contribute to a hostile or offensive workplace for any employee, whether committed by a manager, supervisor, an employee or any other person (including a contractor or customer), are prohibited. Examples of prohibited conduct include:

- Use of profane or vulgar language;
- Unwelcome sexual flirtations, sexual advances or sexual propositions;
- Sexually-oriented or suggestive jokes or comments;
- Comments about a person's body or sex life;
- Sexually degrading words, including sexual slang, used to describe any person;
- Physical contact of a sexual nature, including unwelcome or inappropriate touching, pinching, patting, grabbing or hugging.



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- A supervisor’s or manager’s demeaning or insulting comments about an employee or about an employee’s job performance related to the employee’s race, sex, nationality, origin, religion, or ability.
- The display in the work place of sexually oriented or suggested pictures or objects.
- Sexually suggestive or vulgar graffiti, including words or drawings.
- Supervisor’s or manager’s comments suggesting that an employee will suffer employment consequences, such as demotion, discharge or denial of a pay raise, if he/she does not agree to sexual demands or if she/he complains about offensive sexual behavior or any other form of harassment.
- Comments suggesting that an employee will receive favorable employment treatment in exchange for sexual favors.

### Complaint Procedure

You must promptly report any incident of harassment or any other violation of our EEO/Harassment Policy directly to our Director of Operations. You are encouraged to report any harassment or violation of our Policy to your manager or supervisor, who has a responsibility to prevent harassment and stop it if it occurs. However, to ensure that **Aviation Personnel** can promptly investigate and, if appropriate, take prompt and effective action, it is essential that you promptly notify our Human Resources Dept. Simply reporting it to your manager or supervisor is not sufficient. All managers and supervisors have a responsibility to enforce our EEO/Harassment Policy. Managers’ and supervisors’ responsibility includes immediately stopping any harassment that is observed or reported, and reporting any violations directly to the Human Resources Dept. Failure to do so will result in disciplinary action, which may include immediate discharge. The Human Resources Dept. will thoroughly investigate all complaints. The employee may be required to prepare a written report detailing the alleged harassment or any other violation of our policy, and to sign the report. To the extent practicable, the investigation will be confidential with due regard for the sensitive nature such conduct. Depending upon the severity of the violation of our policy, appropriate discipline may be immediate discharge. We encourage you to come forward if you have a complaint and we assure you that no adverse action will be taken or allowed against any employee whom in good faith reports harassment or any other violation of our EEO Policy.

I have read, understand and agree to comply with this EEO/Harassment Policy.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
SSN#

\_\_\_\_\_  
Employee’s Printed Name

\_\_\_\_\_  
Date