



Workplace Harassment and Discrimination Prevention Policy

Policy Statement

The Hunter Express US Inc. is committed to providing a workplace that is free from **harassment, discrimination, and retaliation**, in compliance with all applicable laws and regulations, including **Equal Employment Opportunity (EEOC) standards, Occupational Safety and Health Administration (OSHA) workplace safety principles, and applicable insurance requirements.**

Every employee has the right to work in an environment that is respectful, professional, and free from unlawful conduct. Harassment or discrimination of any kind will **not be tolerated under any circumstances.**

Purpose

To establish a zero-tolerance standard for harassment and discrimination and to ensure:

- A safe, respectful, and inclusive workplace
 - Compliance with federal, state, and workplace regulations
 - Protection of employees and the Hunter Express US Inc. from legal and operational risks
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Scope

This policy applies to:

- All Hunter Express US Inc. employees
 - Hunter Express US Inc. drivers
 - Owner-operators
 - Contract drivers
 - Vendors, customers, and visitors interacting with Hunter Express US Inc. personnel
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Regulatory Compliance

This policy supports compliance with:

- **Title VII of the Civil Rights Act (EEOC guidelines)**
 - **OSHA workplace safety obligations (general duty clause)**
 - **Insurance and employment law requirements**
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Definitions

1. Harassment

Unwelcome conduct based on protected characteristics, including but not limited to:

- Sex or gender
- Race or ethnicity
- Religion
- Age
- Disability
- National origin

Harassment becomes unlawful when:

- It creates a hostile or offensive work environment, or
- It affects employment decisions

2. Sexual Harassment

Includes, but is not limited to:

- Unwelcome sexual advances
- Requests for sexual favors
- Verbal, non-verbal, or physical conduct of a sexual nature
- Inappropriate comments, jokes, gestures, or materials

3. Discrimination

Unfair or unequal treatment of individuals based on protected characteristics in:

- Hiring
- Promotion
- Work assignments
- Compensation
- Termination

4. Retaliation

Any adverse action taken against an individual for:

- Reporting harassment or discrimination
- Participating in an investigation

Retaliation is strictly prohibited.

Policy Requirements

1. Zero-Tolerance Standard

- Any form of harassment or discrimination is strictly prohibited
 - Violations will result in disciplinary action, up to and including termination
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2. Professional Conduct

All personnel must:

- Treat others with dignity and respect
 - Maintain professionalism in all interactions
 - Avoid behavior that could be perceived as offensive or inappropriate
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3. Reporting Procedures

Employees must report incidents immediately to:

- Supervisor or Manager
- Human Resources Manager
- Safety Manager (if applicable)

Reports may be made:

- Verbally or in writing
 - Without fear of retaliation
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4. Complaint Handling and Investigation

The Hunter Express US Inc. will:

- Promptly investigate all complaints
 - Maintain confidentiality to the extent possible
 - Take appropriate corrective action where necessary
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5. Corrective and Disciplinary Action

If a complaint is substantiated, actions may include:

- Verbal or written warning
 - Mandatory training
 - Suspension
 - Termination of employment or contract
 - Legal action where applicable
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Employee Responsibilities

All personnel are responsible for:

- Complying with this policy
 - Reporting inappropriate conduct
 - Cooperating with investigations
 - Maintaining a respectful workplace
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Management Responsibilities

Management must:

- Enforce this policy consistently
 - Respond promptly to complaints
 - Ensure a safe and supportive reporting environment
 - Prevent retaliation
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Confidentiality

All complaints and investigations will be handled with discretion and confidentiality, consistent with legal and operational requirements.

Non-Compliance

Failure to comply with this policy may result in:

- Disciplinary action
 - Termination of employment or contract
 - Legal consequences
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Go-To Person for This Policy:
Human Resources Manager

Attachments:

None

Responsibility:

The Human Resources Manager is responsible for the implementation, enforcement, and

ongoing maintenance of this policy.