



Workplace Harassment & Anti-Discrimination Policy

Hunter Express US Inc. – Michigan

1. Policy Statement

Hunter Express US Inc. is committed to providing a **safe, respectful, and professional work environment** free from harassment, discrimination, and retaliation.

Harassment or discrimination based on legally protected characteristics is strictly prohibited under:

- Federal law (Title VII, ADA, ADEA)
- Michigan law (Elliott-Larsen Civil Rights Act)
- DOT safety expectations for safety-sensitive employees

This policy applies to **all employees**, including:

- Drivers (CDL and non-CDL)
- Dispatchers
- Mechanics and yard staff
- Office personnel
- Contractors and temporary workers

It also applies to conduct occurring:

- In terminals and offices
- In company vehicles (including sleeper berths)
- At customer locations
- During work-related travel

2. Protected Characteristics

Harassment or discrimination is prohibited based on:

- Race, color, or ethnicity
- Religion
- Sex (including pregnancy, sexual orientation, gender identity)
- National origin
- Age (40+)
- Disability
- Height or weight (Michigan-specific)
- Marital status (Michigan-specific)
- Genetic information

3. Definition of Harassment

Harassment includes **unwelcome conduct** that:

- Is based on a protected characteristic **and**
- Creates a **hostile, intimidating, or offensive work environment**, or
- Interferes with work performance, or
- Affects employment decisions

Examples:

- Offensive jokes or slurs
- Physical intimidation or threats
- Sexual advances or unwanted touching
- Displaying inappropriate images in trucks or terminals
- Harassing radio/CB or electronic communications
- Repeated derogatory comments about background or identity

4. Sexual Harassment

Sexual harassment includes:

a. Quid Pro Quo

- Employment decisions tied to sexual favors

b. Hostile Work Environment

- Persistent unwelcome sexual conduct, including:
 - Comments about appearance
 - Sexual jokes or gestures
 - Explicit materials in vehicles or shared spaces

5. Anti-Harassment in Transportation Context

Due to the nature of trucking operations:

- Harassment is prohibited in **shared cab environments**
- Use of:
 - CB radios
 - Company messaging systems
 - Dispatch communicationsmust remain professional
- Conduct at truck stops, customer docks, or rest areas while on duty is covered
- **Drivers must maintain professional conduct even when working alone or remotely**

6. Reporting Harassment

Employees are **encouraged and expected** to report harassment promptly.

Reporting Options:

- Immediate supervisor
- HR department
- Safety/compliance officer
- Designated hotline/email: [Insert Contact]

Employees are **not required** to report to the offending supervisor.

Important:

- Reports can be **verbal or written**
- Anonymous reporting is permitted where feasible

7. Investigation Process

All complaints will be:

- Promptly investigated
- Handled discreetly to the extent possible
- Conducted by trained personnel

The company will:

- Interview involved parties
- Review communications or logs
- Take interim safety measures if necessary

8. Corrective Action

If a violation is confirmed, disciplinary action may include:

- Counseling or retraining
- Written warnings
- Suspension

- Termination of employment
- Severe conduct may also be reported to authorities.

9. Anti-Retaliation Policy

Retaliation is strictly prohibited against anyone who:

- Reports harassment
- Participates in an investigation
- Opposes discriminatory practices

Examples of retaliation include:

- Reduced routes or assignments
- Unfair discipline
- Intimidation
- Job threats

Violations will result in disciplinary action.

10. DOT Safety Considerations

As a DOT-regulated employer:

- Harassment that affects **driver focus, fatigue, or safety** may also be treated as a **safety violation**
- Conduct that distracts drivers or interferes with safe operation may result in **immediate removal from duty**
- This policy aligns with the company's **safety management system**

11. Responsibilities

Employees:

- Treat others respectfully
- Report violations promptly
- Cooperate in investigations

Supervisors/Dispatchers:

- Model professional behavior
- Take all complaints seriously
- Report issues to HR immediately

Company:

- Provide training
- Enforce policy consistently
- Maintain compliance with laws

12. Training

All employees will receive:

- Harassment prevention training
- DOT safety culture training
- Reporting procedure education

Supervisors will receive **additional compliance training**.

13. Acknowledgment

All employees must sign an acknowledgment confirming:

- They have received and understood this policy
- They agree to comply with it