

Sexual Harassment Policy & Videos Acknowledgement Form

While all forms of harassment are prohibited, The Company has an explicit policy prohibiting the sexual harassment of its employees. Specifically, sexual harassment means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

Management has the responsibility to maintain a workplace free of any form of sexual harassment. That means that Management shall not threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

If you believe that the actions or words of a customer, delivery person, Manager, or fellow employee constitute unwelcome sexual harassment, you have a responsibility to report the behavior to your immediate manager or Carol Alessi at company headquarters, by calling 585-271-1111 immediately. All complaints of harassment will be investigated discreetly and promptly. Any employee, supervisor, or manager who, after investigation, is found to have engaged in harassment will be subject to appropriate disciplinary action, up to and including termination.

Any employee who makes management aware of sexual harassment activities will not suffer adverse job consequences as a result of a complaint.

- I participated in and understand the company's interactive Sexual Harassment Prevention Training
- I have viewed the Sexual Harassment Video Part 1 (20 min) made available at danielefamily.com
- I have viewed the Sexual Harassment Video Part 2 (20 min) made available at danielefamily.com
- I have read the entire Sexual Harassment Policy made available at danielefamily.com
- I have consulted with a Supervisor to clarify any questions I had pertaining to the company policies

Employee Name (PLEASE PRINT)

Employee Signature

Date