



ANTI-HARASSMENT AND NON-DISCRIMINATION

I. PURPOSE

All Sufficient Home Care Services Inc. ("Company") is committed to maintaining a workplace that is free from harassment, discrimination, and any other form of unlawful conduct. We believe that every employee has the right to work in an environment that promotes equal opportunity and treatment for all, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by law.

II. POLICY

All Sufficient Home Care Services Inc. strictly prohibits any form of harassment, discrimination, or retaliation based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, marital status, veteran status, or any other characteristic protected by federal, state, or local laws.

1. Prohibit Conduct:

A. Harassment:

Harassment includes but is not limited to, unwelcome conduct such as jokes, slurs, name-calling, physical assaults, threats, intimidation, ridicule, insults, offensive objects or pictures, and interference with work performance that creates a hostile work environment.

B. Sexual Harassment:

Sexual harassment is a form of harassment and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile, intimidating, or offensive work environment.

C. Discrimination:

Discrimination occurs when an individual is treated less favorably because of their race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, marital status, veteran status, or any other characteristic protected by law.



III. REPORTING PROCEDURES

Employees who believe they have been subjected to harassment, discrimination, or retaliation, or who have witnessed such behavior, are encouraged to report the incident to their manager, the Human Resources department, and the agency director immediately.

All complaints will be taken seriously and promptly investigated. Confidentiality will be maintained to the extent possible, and employees will not be retaliated against for making a complaint in good faith.

IV. DISCIPLINARY ACTION

Upon receiving a complaint, the Company will conduct a prompt and thorough investigation. If the investigation determines that a violation of this policy has occurred, appropriate disciplinary action will be taken, up to and including termination of employment.

V. RETALIATION

Retaliation against an individual for reporting harassment, discrimination, or participating in an investigation is strictly prohibited. Any employee who retaliates against another employee for engaging in protected activity will be subject to disciplinary action.

VI. EMPLOYEE RESPONSIBILITY

All employees are responsible for understanding and adhering to this policy. Employees are encouraged to be respectful and professional in their interactions with one another and to report any violations of this policy immediately.

VII. POLICY REVIEW

This policy will be reviewed periodically and updated as necessary to ensure compliance with federal, state, and local laws.

VIII. ACKNOWLEDGEMENT

All employees are required to sign an acknowledgment indicating that they have received, read, and understood this Anti-Harassment and Non-Discrimination Policy.



All Sufficient Home Care Services Inc.

Caring Culture... Excellent Care

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ANTI-HARASSMENT AND ANTI-DISCRIMINATION ACKNOWLEDGMENT

I hereby acknowledge that I have received, read, and fully understand the Anti-Harassment and Anti-Discrimination Policy.

I recognize that this policy is designed to maintain a work environment that is free from harassment, discrimination, and retaliation, and I agree to comply with its terms.

I understand that I must report any incidents of harassment, discrimination, or retaliation that I experience or witness to my supervisor, manager, or the Human Resources department. I am aware that all reports will be treated with the seriousness they deserve and will be thoroughly investigated.

I also acknowledge that retaliation against individuals who report violations of this policy in good faith is strictly prohibited, and I understand that any such retaliation will be met with appropriate disciplinary action.

By signing this acknowledgment, I confirm my commitment to upholding the principles outlined in the Anti-Harassment and Anti-Discrimination Policy.

Employee Name: _____

Employee Signature: _____

Date: _____