

Policy: Respectful Workplace (U.S.)

REVISION DATE: JULY 10, 2017

The company is committed to providing a working environment that encourages mutual respect among employees and third parties with whom employees come into contact through their employment. The company expects employees to consider how their actions impact themselves and others and to act accordingly.

This policy applies to all employees (including temporary employees), customers, vendors and guests and identifies the respective responsibilities of the company and its employees regarding conduct and the working environment. This policy applies to conduct that takes place while at work or while performing work on behalf of the company, and at all work-related functions and/or activities, activity that occurs between coworkers outside of the workplace but impacts the workplace, as well as to conduct that occurs through the use of technology and/or any electronic communication

The company is committed to a congenial work environment of business decorum, respect, and professionalism. The company values the ideas and perspectives of all our employees, and we view differences as opportunities for engagement and full contribution. The company prohibits employees from harming or threatening to harm other employees, clients, vendors, visitors or property belonging to any of these parties.

This prohibition includes, but is not limited to, acts such as:

- Using obscene language or gestures
- Sabotaging another's work
- Engaging in defamatory conduct
- Stalking others
- Making maliciously false statements about others
- Conduct that is demeaning, humiliating or offending

Additionally, employees are responsible for maintaining their work area and attire in a professional manner that is consistent with company policies and that is not vulgar, obscene, disrespectful to others or a threat to the business or other employees.

Guidelines for Reporting Violations of this Policy:

Employees have the company's support when reporting in good faith any behavior they believe violates this policy. Employees who believe they have been subjected to prohibited behavior under this policy or who believe that another employee has violated this policy should notify their direct manager, another member of management in their business unit, their Human Resources generalist, or call Employee Relations at 860.277.7246 or the Ethics Helpline at 866.782.1441. Similarly, managers who witness or receive information that suggests a violation of this policy (e.g., receiving inquiries or complaints or otherwise witnessing inappropriate behavior) should immediately report the matter to their Human Resources generalist or Employee Relations at 860.277.7246.

If the company determines that an individual has violated this policy, appropriate disciplinary action, up to and including termination of employment or business relationship, will be taken.

Other Applicable Policies:

Please refer to the [Whistleblower and Non-Retaliation](#), [Harrasment Free Workplace](#), [Social Media](#) and [Workplace Security](#) policies.

Contact the Employee Services Unit (ESU) via [AskESU](#) or 800.441.4378 with questions about this policy.