
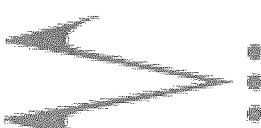


⋮  MARK/TRECE, INC.  ⋮
&
MARK/TRECE STEEL RULE DIES, LLC.

WORKPLACE ETIQUETTE

DEALING WITH OTHERS IN A WORK ENVIRONMENT

Mark/Trece, Inc. is committed to maintain a work environment that is free of discrimination and unlawful harassment. Such harassment is demeaning to another person and undermines the integrity of the employment relationship. In keeping with this commitment, we will not tolerate harassment of company employees by anyone, including:

- ❖ SUPERVISORS
- ❖ CO-WORKERS
- ❖ SUPPLIERS OF MATERIALS
- ❖ CUSTOMERS

Harassment consists of unwelcomed conduct, whether verbal, physical, or visual that is based upon a person's protected status, such as: All people must be treated fairly and equally, without regard to:

- ❖ SEX
- ❖ COLOR OF SKIN
- ❖ RACE
- ❖ ANCESTRY
- ❖ RELIGION
- ❖ NATIONAL ORIGIN
- ❖ AGE
- ❖ VETERAN STATUS
- ❖ CITIZENSHIP STATUS
- ❖ HANDICAP OR PROTECTED GROUP STATUS

Mark/Trece, Inc. will not tolerate harassing conduct which:

- ❖ AFFECTS TANGIBLE JOB BENEFITS
- ❖ INTERFERES UNREASONABLY WITH AN INDIVIDUAL'S WORK PERFORMANCE
- ❖ CREATES AN INTIMIDATING, HOSTILE OR OFFENSIVE WORKING ENVIRONMENT

This means that all people who are employed by Mark/Trece are to be treated equally, fairly and with complete respect while they are working for us. No difference is to be shown in our attitude or manner when dealing with anyone. Not only is this a strongly held ideal of the management of this company, but it is the LAW OF OUR FEDERAL, STATE AND LOCAL GOVERNMENT.

NO EXTENUATING CIRCUMSTANCES

- ❖ KIDDING
- ❖ TEASING
- ❖ PRACTICAL JOKES

We must be very careful about what we say or do. "I didn't mean anything by it"...does not mean anything in the eyes of the law. What one person finds humorous, and even affectionate humor, may be highly insulting or offensive to another individual.

EXAMPLE: Bob is a supervisor. He is white. His friend of 12 years, Ben, who works in his department, is Asian. They have a long history of kidding around. Bob tells an ethnic joke about Asian people. Ben, who knows that Bob is not prejudiced, laughs. However, Jim, who is from the same ethnic background as Ben, overhears the joke and, not knowing Bob well, or being a sensitive individual who has had to fight prejudice in his past, is highly offended and hurt.

THE SOLUTION: Keep this kind of kidding or joking OUT OF THE WORKPLACE! This doesn't mean that Bob and Ben have to change their behavior towards each other when they go fishing together on their own time. It just means they have to leave their kidding and teasing and practical jokes which refer to the differences between ethnic, racial, sexual, or other groups outside when they enter the door of this company.

It is the job of managers and supervisors to set the tone of the workplace. Leadership means setting an example. If an employee hears you make a fairly "innocent" or "cute" remark, they think it is okay to make a remark of their own. Unfortunately their remark may cross over the line of good taste or may land on someone's Achilles' heel. If the time should come when that person is reprimanded for their conduct, it would be terrible if they did say, "My supervisor talks that way, so why shouldn't I?"

SEXUAL HARRASMENT

Sexual harassment in the workplace consists of the following:

- ❖ UNWELCOMED SEXUAL ADVANCES
- ❖ REQUEST FOR SEXUAL FAVORS
- ❖ PHYSICAL, VERBAL OR VISUAL CONDUCT BASED ON SEX

These things constitute sexual harassment when:

1. Submission to the conduct is an explicit or implied condition of employment.
2. Whether or not a person submits to the conduct affects an employment decision.
3. Whether the conduct interferes with work performance.

4. The conduct creates an INTIMIDATION, HOSTILE OR OFFENSIVE work environment.

Remember that one person's idea of humor may be another person's idea of threat or grave insult.

Do we have to figure out the different reactions? NO. WE NEED TO CEASE ANY BEHAVIOR WHATSOEVER THAT MIGHT POSSIBLY BE MISCONSTRUED BY ANY PERSON IN ANY WAY.

SET GOOD EXAMPLE AT ALL TIMES!!

Under sexual harassment, the law lists the following conduct:

- ❖ EXPLICIT SEXUAL PROPOSITIONS
- ❖ SEXUAL INNUENDO
- ❖ SUGGESTIVE COMMENTS
- ❖ SEXUALLY ORIENTED "KIDDING", "TEASING", "JOKES"
- ❖ JOKES ABOUT GENDER-SPECIFIC TRAITS
(Woman Drivers, Lazy Husbands, etc.)
- ❖ FOUL OR OBSCENE LANGUAGE OR GESTURES
- ❖ DISPLAY OF FOUL OR OBSCENE PRINTED OR VISUAL MATERIAL
(This can be a matter of personal sensibilities. One person may find a nude material artistic, while another person finds a bathing suit pinup offensive. SOLUTION: Let NOTHING be displayed which might possibly be considered questionable.)
- ❖ PHYSICAL CONTACT SUCH AS PATTING, PINCHING OR AGAINST ANOTHER'S BODY

How do we know what kind of physical contact is acceptable? That is easy – the only acceptable conduct is a business handshake. If that's all you do, you will never have to worry about a problem concerning touching another person.

The best way to keep out of trouble is to THINK. Think about the proper way to behave, measure it against what you have done in the past and change any behavior that might possibly be construed as objectionable, no matter how innocently it was meant. Remember that as a member of the management team, you are a representative of Mark/Trece. Let's all behave in a way that will make Mark/Trece proud of us.

REPORTING HARASSMENT

Mark/Trece is concerned with the safety, happiness and well being of all the people who work for us. We strive for a decent, professional atmosphere of high moral values where people feel comfortable and are able to do their jobs without impediment.

Anyone who feels that they have witnessed or experienced harassment is to notify immediately your General Manager or the Corporate Office. The company forbids retaliation against anyone who reports harassment.

All complaints will be investigated thoroughly and completely. All complaints will be kept confidential to the extent possible.

If an investigation confirms that harassment occurs, the company will take immediate corrective action, including such discipline up to and including immediate termination of employment, as is appropriate.

**ACKNOWLEDGEMENT OF RECEIPT
OF WORKPLACE ETIQUETTE MANUAL**

This is to acknowledge that I have received my copy of the Mark/Trece, Inc. Workplace Etiquette Manual. I will read and abide by all rules and regulations in the Workplace Etiquette Manual.

Please print full name

Signature

Date