

**OPERATION SPLASH, INC.**  
**EIN: 11-3186309**  
**Anti-Discrimination Policy**

**Introduction**

**Operation SPLASH Inc.** is committed to providing a safe, respectful, and lawful workplace that promotes equality and is free of any form of discrimination, harassment, and retaliation. In furtherance of this commitment, the Company has implemented this Policy Prohibiting Discrimination, Harassment or Retaliation (the "Policy").

**Policy:**

1. This Policy prohibits all discrimination and harassment, including, but not limited to: discrimination or harassment on the basis of sex (including pregnancy, childbirth or related medical condition, or breastfeeding), gender, gender identity or expression (including transgender identity or expression), sexual orientation, race, religious creed, color, national origin, ancestry, physical disability, mental disability, protected medical condition (including genetic characteristics), genetic information, marital status, age, military or veteran status, citizenship status, and any other category protected by applicable state or federal law.
2. The Company does not permit any instance of harassment, discriminatory conduct, or retaliation by or towards anyone.
3. This Policy applies to all employees, including managers, officers, and directors, as well as, if applicable, temporary staff, volunteers, or interns (all listed here will be collectively referred to as "employees"). Employees are prohibited from harassment, discrimination, or retaliation towards other employees, independent contractors, vendors, suppliers, or any others doing business with the Company. Any employee in violation of this Policy will be subject to immediate and severe disciplinary action, up to and including termination.
4. The Company also prohibits third parties doing business with the Company if they are discovered to be engaging in harassment, discriminatory conduct, or retaliation against its employees. Employees who believe that they have been the victim of discrimination, harassment, or retaliation from any third party doing business with the Company, such as the Company's independent contractors, vendors, suppliers, or others, should contact their immediate supervisor as soon as possible. Any complaints made in this regard will be dealt with in a prompt and confidential manner.

**Retaliation:** Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

## Anti-Discrimination Policy (Continued)

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

**How to Make a Complaint:** Employees who feel they have been subject to harassment or discrimination are encouraged to document such conduct and should immediately report the incident to their supervisor or, if the complaint is concerning their supervisor, to a superior supervisor. Those acting on behalf of employer who have received a report of such conduct are advised to document everything thoroughly. Employees can also file a complaint with a government agency or in court under federal, state or, local anti-discrimination laws. If employees are not comfortable bringing a complaint to their supervisor or someone directly above their supervisor, employees may report to any senior member of the Company they feel comfortable with. Employees should be aware, however, that the senior member they report to may bring the complaint to employee's direct supervisor or other senior employees in the Company. The Company encourages all employees to report violations of this Policy, no matter against whom. No individual member of the Company is exempt from this Policy.

**Investigation:** The Company will promptly and thoroughly investigate all complaints reported under this Policy. The investigation will be completed in a timely manner. Investigations may involve interviews, examination of physical evidence, and the involvement of qualified personnel to assist, such as Human Resources or Legal Counsel. The investigation will be kept confidential and disclosed only on a need-to-know basis. Please note, however, that the respondent may be made aware of the complainant's identity. The Company will also keep a record of the investigation, including documenting all interviews and evidence, so that the complainant may track its progress. Upon completion of the investigation, the Company will take any action deemed fit, based on the evidence collected, including termination of the

## **Anti-Discrimination Policy (Continued)**

offending employee or reports to law enforcement. If the Company finds that the behavior does not rise to the level of legally-actionable discrimination or harassment, but may do so if left unchecked, the Company will respond appropriately. If any employee reporting a complaint under this section believes the Company's response has not been adequate, that employee may involve law enforcement as they deem necessary in their sole and exclusive discretion. Employees may also make complaints to the Equal Employment Opportunity Commission (EEOC), in their sole and exclusive discretion.

**Communication:** It is critical that all Employees communicate with the Company regarding any instances of discrimination, harassment, or retaliation. We are only able to assist Employees if we are made aware of the problem. It is your responsibility to bring these concerns to us.

**No Limitation:** Nothing in this Policy is designed to replace or limit any legal rights employees may have to seek remedies under applicable law or rule.

## **Anti-Discrimination Policy (Continued)**

### SEXUAL HARASSMENT COMPLAINT FORM

Date:

Time:

Location:

Discription of incident

Complainant: