

Sexual and Other Harassment Policy

I. Harassment and Discrimination Prohibited

Sweat PT is committed to maintaining an environment for all employees, contractors, members, and guests that is fair, responsible, healthful, pleasant, and professional. Sweat PT believes that harassment (sexual or otherwise) and discrimination is reprehensible and we will **NOT** tolerate discrimination, harassment or intimidation of our employees, members, guests, suppliers, or contractors or other our business contacts/partners on the basis of race, color, religion, sex, creed, age, national origin, disability, marital status, veteran status, sexual orientation, gender identity or other characteristics protected by federal, state or local law whether it is by a co-worker, supervisor, member, supplier, business associate/partner, visitor, or anyone else. We expect that all persons treat each other and all others with professionalism and respect. Any employee exhibiting discriminatory, harassing, or intimidating behavior towards another person is subject to disciplinary action, up to and including termination, and or other non-employees are subject to a request to leave the premises and may include termination of any agreements.

Anyone who becomes aware (through observation or being advised) of any discrimination, harassment, or intimidation, or believes they have been the victim of discrimination, harassment, or intimidation on the basis of race, color, creed, religion, sex, age, national origin, disability, marital status, veteran status, sexual orientation, gender identity, any other characteristic protected by federal, state or local law, or for any reason. must report it.

Sexual and other harassment constitutes discrimination and is illegal under federal, state, and local laws. Our Equal Opportunity Policy prohibits discrimination. For the purposes of this policy, sexual harassment is defined in the Equal Employment Opportunity Commission's Guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

II. Types of Sexual Harassment

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to the following if they are unwelcome to any person exposed to the behavior; sexual assault; unwanted sexual advances; subtle or overt pressure for sexual favors; sexual jokes; sexual innuendos; demands, or propositions; verbal abuse of a sexual nature; graphic commentary or degrading comments about an individual's body, sexual prowess, sexual behavior, or sexual deficiencies; leering, whistling(or other sounds), touching, pinching, patting, hugging, or other physical contact; coerced sexual acts, or suggestive, insulting or obscene comments or gestures; display of sexually suggestive objects or pictures, or private body parts; threats or insinuations which lead the person on the receiving end to believe that granting or denying sexual favors will affect their reputation, employment, or advancement; and other physical, verbal, or

visual conduct of a sexual nature. Behavior that is not sexual harassment but may nonetheless be unprofessional or disruptive and could warrant discipline, up to and including termination.

III. Individuals Covered Under the Policy

This policy applies to all applicants, employees and business contacts/partners whether related to conduct engaged in by fellow employees, management, owners, contractors, or anyone else connected with or visiting Sweat PT (*for example*, a contractor, member, supplier, visitor, business contact, etc.).

IV. Complaint Procedure for Reporting an Incident of Discrimination or Harassment

Sweat PT encourages reporting all perceived incidents of discrimination or harassment, regardless of the offender's identity or position.

1. Notification of Appropriate Staff

Anyone subjected to sexual or other harassment or discrimination should promptly notify:

- a. If the alleged offender is a guest, contractor, employee, or Manager, provide notice in writing to the Regional Manager.
- b. If the alleged offender is an Executive Officer, provide notice in writing to the Owner – Rick Eff.
- c. If the alleged offender is a “trade out”, provide notice in writing to the Regional Manager.

For those in management, you have a special duty to report discrimination or harassment even if it involves someone outside your area of responsibility. Any member of management who becomes aware of any discrimination or harassment or has reason to believe discrimination or harassment is taking place, must immediately report it as outlined above.

2. Timeliness in Reporting Harassment

Failure to report inappropriate conduct could result in the conduct escalating. An early report could resolve a problem before it becomes worse. For this reason, Sweat PT encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Therefore, while no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of discrimination or harassment before it becomes severe or pervasive.

3. Investigatory Process

Any reported allegations of discrimination or harassment will be investigated thoroughly, promptly, and impartially. We expect staff's cooperation in these and any other company investigations. The investigation may include individual interviews with the complaining individual, the alleged offender involved, and where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. The complaint and investigation will be handled with sensitivity and, to the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigatory process. Records relating to the investigation will also be kept confidential on a need-to-know basis. All persons

interviewed will be reminded of the company's policy prohibiting retaliation, reprisal or adverse action due to reporting the discrimination or harassment or providing information related to such complaints/reports.

4. Protection Against Retaliation

The company will not tolerate retaliation, reprisal, or any adverse employment or other adverse consequences by anyone against an individual for reporting discrimination or harassment or assisting in providing information relevant to a claim of discrimination or harassment (including sexual harassment). Retaliation and other reprisal or adverse action is a serious violation of this policy and will be treated with the same strict discipline and responsive action as would be discrimination or harassment itself. Acts of retaliations/reprisal should be immediately reported to Rick Eff at (678) 982-1404 and will be promptly investigated.

5. Responsive Action

Misconduct constituting discrimination or harassment will be dealt with appropriately. Responsive action may include, but is not limited to, training, referral to counseling, close monitoring, and disciplinary action(s) such as warnings, reprimands, withholding of a pay increase, reassignment, temporary suspension without pay, demotion, compensation adjustments, or termination of employment or contractor agreement, as is appropriate under the circumstances. Sweat PT will take effective remedial measures designed to stop the discrimination or harassment, correct its effects, and ensure that it does not recur.

6. Appeals Process

If the party to a complaint does not agree with the resolution that party may file written comments to Rick Eff.

7. False and Malicious Accusations

Any person who knowingly files a false complaint of discrimination or harassment (as opposed to a complaint which, even if erroneous, is made in good faith), or any person who knowingly provides false information or intentionally misleading information to responsible parties who are investigating the complaint, is subject to appropriate disciplinary action, up to and including termination.

8. Questions

Questions about the above policy or reporting or investigatory procedures may be brought at any time to the Owner Rick Eff.

I have received and agree to abide by the above policy. I understand that violation of this policy will result in disciplinary action, up to and including immediate termination.

Date: _____

Printed Name: _____

Signature: _____