



Equal Employment Opportunity/No Discrimination

It is Company policy to provide equal opportunity in employment, development and advancement for all qualified persons without regard to age (40 and over), ancestry, sex/gender (including gender identity, gender expression, pregnancy, childbirth and related medical conditions), color, marital status, registered domestic partner status, medical condition, genetic characteristics/information, national origin, physical or mental disability, race, religion (including religious dress and grooming practices), sexual orientation, military and veteran status, or any other classification protected by applicable law. Discrimination on the basis of any protected classification is prohibited. This policy applies to employees, applicants, and unpaid interns, and to every aspect of employment, including, but not limited to: hiring, advancement, transfer, demotion, layoff, termination, compensation, benefits, training and working conditions. Decisions will not be influenced by your membership in any of these categories, by a perception you fall within any of these categories or by your association with a person falling within any of these categories.

Appropriate disciplinary action, up to and including termination of employment, may be taken against any employee violating this policy against discrimination. Any employee making a complaint or report under this policy or opposing unlawful discrimination will not be retaliated against, in any way.

Policy Against Harassment

The Company is committed to providing a work environment free of unlawful harassment. We do not take this commitment lightly. In keeping with this objective, the Company maintains a strict policy prohibiting unlawful harassment, including harassment based on any of the following categories: age (40 and over), ancestry, sex/gender (including gender identity, gender expression, pregnancy, childbirth, and related medical conditions), color, marital status, medical condition, genetic characteristics/information, national origin, physical or mental disability, race, religion, sexual orientation, military and veteran status, registered domestic partner status, or any other basis protected by federal, state or local law or ordinance or regulation. Employees are also protected if they associate with someone who is, or is perceived to be, in one of those classifications. All such harassment is unlawful. Employees who engage in unlawful harassment may be held personally liable for their conduct.

The Company's policy prohibits all employees (including co-workers, supervisors and managers) from engaging in harassment whether directed toward other employees or non-employees with whom the Company has a business, service or professional relationship (including unpaid interns, volunteers, and persons providing services pursuant to a contract). Similarly, all non-employees and third parties are prohibited from engaging in harassment at the Company.

Prohibited behaviors include, but are not limited to, the following:

- Verbal conduct; e.g., suggestive, insulting or derogatory comments, epithets, innuendoes, sounds, jokes, teasing or slurs based on any of the above categories, and sexual propositions or threats.



- Physical conduct; e.g., assault, impeding or blocking movement, or any unwanted physical contact or interference with normal work or movement, including touching, pinching, or brushing the body, when directed at an individual because of any of the above categories.
- Visual conduct; e.g., derogatory posters, cartoons, graffiti, e-mails, blog or social media website postings, suggestive objects, pictures, letters or drawings; also such actions as leering, whistling or obscene gestures based on any of the above categories.
- Unwanted sexual advances; threats or demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment or some other contract benefits in return for sexual favors.

Definition of Harassment: In particular, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which (1) has been made either explicitly or implicitly a term or condition of an individual's employment (or other contract or internship relationship), (2) is used as a basis for employment (or other contract or internship) decisions such as promotions and benefits affecting such individual, or (3) substantially interferes with an individual's work (or contract or internship) performance or creates an intimidating, hostile, or offensive working environment.

In addition, conduct based on any of the categories listed above, or any other characteristic protected by law, is not appropriate for the workplace and is prohibited, regardless of whether an individual makes a claim of prohibited behaviors.

Harassment, Discrimination and Retaliation Prevention Policy

Complaint Procedure: Any employee who believes he or she has been subjected to harassment, discrimination, retaliation or prohibited behaviors should immediately report the facts of the incident or incidents, the names of the individuals involved, and the names of any witnesses to any of the following individuals: the employee's supervisor (if not the alleged wrongdoer), the President or CFO. All employees should immediately report any incidents of harassment, discrimination or retaliation they witness to any Company supervisor. If you receive a complaint of harassment, discrimination or retaliation from a non-employee, also immediately report the complaint to your supervisor, President or CFO. Supervisors must immediately report any complaint they receive to the President or CFO. No employee need fear any reprisal for reporting harassment, discrimination or retaliation.

After a report is received, qualified personnel will conduct a fair, impartial, timely and thorough internal investigation that provides appropriate due process, given the individual circumstances of the complaint, and reaches reasonable conclusions based on the evidence collected. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigation process to the extent possible, i.e., to the extent consistent with adequate investigation and appropriate corrective action.

If the Company reasonably concludes, after investigation, that a violation of this policy has occurred,



effective remedial action will be taken in accordance with the circumstances involved. Any supervisor, agent or other employee who has been found by the Company to have discriminated against another employee in violation of this policy will be subject to discipline. Discipline may range from a warning up to and including termination (even for a first offense).

The Company will notify the complaining individual in a timely manner of the outcome of the investigation and any action taken to correct the situation. The Company will not retaliate against any employee for making a complaint or participating in an investigation and will not tolerate or permit retaliation by management, employees or co-workers directed at anyone. The Company encourages employees and non-employees to report any incidents of behaviors forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

If the internal investigation does not remedy the illegal harassment to the employee's satisfaction, the employee may file a harassment charge with the local office of the Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). (The addresses and phone numbers of the local offices of the DFEH and the EEOC are listed in the white pages of the phone book and on the Internet.) Remedies available include back pay and reinstatement, as well as civil penalties. The law prohibits any employer from retaliating against any employee for filing a charge with the DFEH or EEOC or for cooperating in any manner with the DFEH or EEOC in its investigation of the charge.

No Retaliation: The Company strictly prohibits retaliation against any employee who reports or makes a complaint of discrimination or harassment, or who testifies, assists or participates in any Company, DFEH or EEOC investigation, proceeding or hearing. An employee who believes he or she has been retaliated against should notify the President or CFO so that a fair, impartial, timely and thorough internal investigation can be conducted. Supervisors must refer all complaints of retaliation to the President or CFO for the same purpose. If the Company reasonably concludes, after investigation, that a violation of this no-retaliation policy has occurred, effective remedial action will be taken, up to and including termination of employment.

If you have any questions concerning this policy, please feel free to contact your supervisor, the President or CFO.