MOSCOW FOOD CO-OP

MEMO

To: All Co-op Staff
From: Human Resources
Re: Workplace Communication
Date: August 30, 2017

Please take a moment to read this important memo.

It is the commitment of the Co-op management team that our work environment is free from negative, aggressive, and inappropriate behavior and conversations. We believe that every employee has the right to work in an environment that is free from harassment and discrimination and where respectful, professional, and collaborative working relationships occur between all employees, vendors, and customers. We recognize inappropriate workplace conversations compromise the working relationships between employees and can potentially undermine an employee's productivity and workplace satisfaction.

Employees of the Co-op must be sensitive to acts of conduct and conversation which may be considered offensive by fellow co-workers and must refrain from engaging in such conduct.

Inappropriate Behaviors and Conversations

Inappropriate behavior and conversations include but are not limited to the following:

- verbal actions, including calling employees by terms of endearment;
- using vulgar or demeaning language
- explicit sexual propositions, innuendo, and suggestive comments
- sexually oriented "kidding" or "teasing," jokes
- obscene language or gestures
- displays of obscene pictures or printed material
- aggressive physical conduct

If an employee observes or experiences inappropriate workplace behavior and the employee feels comfortable in doing so, they should directly address the behavior by

- Redirecting inappropriate conversations or behavior to workplace business
- In a private setting, telling an offending employee his/her behavior is offensive and asking him/her to stop.
- If an employee observes or experiences inappropriate workplace behavior and does not feel comfortable addressing the issue directly with the person who is exhibiting the behavior, he/she should report the situation to their supervisor or the HR Manager.

Policy Statement from the Employee Handbook

Moscow Food Co-op does not tolerate harassment in any form by employees, board members or customers that affects job status or benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Moscow Food Co-op will not, under any circumstances, condone or tolerate conduct which may constitute sexual harassment on the part of any of its employees. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment. Any

employee found to have engaged in such conduct will be subject to immediate discipline, up to and including termination.