

BIAGI BROS. NATIONWIDE DISTRIBUTION AND WAREHOUSING
NON-DISCRIMINATION
ANTI-HARASSMENT POLICY

Biagi Bros. Nationwide Distribution and Warehousing is committed to equal opportunity for all persons without regard to sex, race, color, religion, national origin, marital status or physical handicap. It is our policy to comply with all state and federal regulations regarding equal opportunity.

Biagi Bros. Nationwide Distribution and Warehousing is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, we will not tolerate harassment of Biagi Bros. Nationwide Distribution and Warehousing employees or others present at our facilities by anyone, including any supervisor, co-worker, vendor, client, or customer of Biagi Bros. Nationwide Distribution and Warehousing.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status, or other protected group status. All such harassment is unlawful.

Title VII of the federal Civil Rights Act of 1964, as amended, prohibits employment discrimination on the basis of race, color, sex, age or national origin. California Government Code section 12940 also prohibits discrimination in employment on the basis of a person's protected status. Sexual harassment is included among the prohibitions.

Sexual harassment deserves special mention. Sexual harassment may include, but is not limited to, the following conduct by any employee, male or female:

unwanted sexual advances or propositions, offering employment benefits in exchange for sexual favors, making or threatening reprisals after a negative response to sexual advances, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," jokes about gender-specific traits, making sexual gestures or comments, displaying sexually suggestive objects, pictures, cartoons or postures, impeding or blocking movement, and physical contact, such as patting, pinching, or brushing against another's body.

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct of a sexual or sex-based nature constitute sexual harassment

when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Current federal and California case law examines the conduct in terms of whether a reasonable person of the same sex would find the conduct offensive. Thus, conduct may be found to constitute harassment if a reasonable woman would think it is, even if a reasonable man would not.

Procedure:

All Biagi Bros. Nationwide Distribution and Warehousing employees are responsible for helping to assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to immediately report the facts of the incident and the names of those involved to the General Manager at your facility, Human Resource at Corporate, Fred or Greg Biagi, or Mark D. Jordan, attorney for Biagi Bros. Nationwide Distribution and Warehousing at (707) 526-3700. Biagi Bros. Nationwide Distribution and Warehousing forbids retaliation against anyone who has reported harassment. You are all assured Biagi Bros. Nationwide Distribution and Warehousing will begin a quick thorough investigation and act justly and reasonably on its results.

Although an initial report by an employee may be made verbally, a report must be made in writing, signed and dated by the employee as soon as possible. This will enable Biagi Bros. Nationwide Distribution and Warehousing to promptly conduct a thorough investigation of the matter and take appropriate corrective action. To the fullest extent practicable, Biagi Bros. Nationwide Distribution and Warehousing will keep complaints and the terms of their resolution confidential. All employees, including supervisors and managers, may be subject to severe discipline, including immediate termination of employment, for any act of harassment that they commit.

You should also be aware that the Federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with these agencies. The EEOC is at (415) 744-6500 and the DFEH is at (415) 557-2005.

Legal remedies available through the Department of Fair Employment and Housing may include hiring or reinstatement, compensation for losses incurred and emotional distress, and corrective steps to eliminate the effects of discrimination.

It is unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual. Employees are protected by the law against retaliation for opposing harassment or discrimination, for filing a complaint with, or otherwise participating in an investigation, proceeding, or hearing conducted by the Department of Fair Employment and Housing and the Fair Employment and Housing Commission. 2 California Code of Regulations § 7287.8.

ACKNOWLEDGMENT

I hereby acknowledge that I have received a copy of the Biagi Bros. Nationwide Distribution and Warehousing Non-Discrimination Anti_Harassment Policy. I have read the Non-Discrimination Anti_Harassment Policy and understand its contents. I agree that I will follow and adhere to this Policy.

Dated: _____

EMPLOYEE