

ARGUS

Professional Storage Management

HARASSMENT/DISCRIMINATION/RETALIATION POLICY

Harassment / Discrimination / Retaliation

Argus prohibits discrimination and or harassment that is sexual, racial, or religious in nature or is related to race, color, religion, sex, national origin, veteran status, physical and or mental disability, or any other protected status under Federal, State, and local laws. This policy applies to all employees throughout the organization and all individuals who may have contact with any employee of this organization. Argus will provide reasonable accommodation for qualified individuals with known disabilities and or handicaps unless doing so would result in undue hardship.

Argus strives to maintain a workplace that fosters mutual employee respect and promotes harmonious productive working relationships. Our organization believes that discrimination, harassment, or retaliation in any form constitutes misconduct that undermines the integrity of the employment relationship.

Nothing in this policy provides for any legal or contractual rights beyond that which is provided by law, nor should this policy be in any way interpreted as changing or providing an exception to Argus's policies regarding employment at will except for those employees working in Montana. Argus complies with each state law regarding harassment, discrimination, and retaliation.

Procedure

Harassment

Harassment is any unwelcome behavior that results in intimidation or persistent and repeated annoyance of an individual. It may take the form as:

- Harassment of an employee by co-workers or someone in a supervisory position
- Harassment of a supervisor by employees
- Harassment of employees in the workplace by non-employees including customers or other individuals
- Harassment of customers or other individuals by employees

All harassment is prohibited, including harassment based upon race, color, religion, sex, national origin, veteran status, physical and or mental disability, any status under Federal, State and local laws.

Examples of harassment include (list is not inclusive):

- Derogatory or insulting remarks
- Verbal abuse or yelling
- Cursing
- Ethnic, sexual, or offensive jokes, messages, paraphernalia, calendars, photographs, or cartoons
- Unnecessary surveillance of an employee's activities for a reason not directly related to work performance
- Inappropriate messages and or pictures sent to another employee via technology, mail, interoffice delivery, or any other method of delivery

Sexual Harassment

Sexual harassment has been defined as a form of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly on a term or condition of an

individual's employment.

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of prohibited sexual harassment include (list is not inclusive):

- Supervisors or managers explicitly or implicitly suggesting sex in return for a hiring, compensation, promotion or retention decision
- Verbal or written sexually suggestive, degrading, or obscene comments, jokes, or propositions
- Unwanted physical contact, such as touching, grabbing, or pinching
- Displaying sexually suggestive objects, pictures, or magazines
- Continual expression of sexual or social interest after an indication that such interest is not desired
- Conduct with sexual implications when such conduct interferes with the employee's work performance or creates an intimidating work environment
- Suggesting or implying that failure to accept a request for a date or sex would adversely affect the employee in respect to a performance evaluation, promotion, working conditions or compensation.

Reporting Harassment, Discrimination, or Retaliation

Argus expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he or she has been subjected to any other form of harassment and or discrimination, the employee may (but is not required to) tell the person engaging in the harassing and/or discriminating conduct that it is unwelcome, offensive, and should immediately stop.

The employee *must*, however, *immediately report* any known or alleged discrimination and or harassment (whether it is of the employee or someone else) to his or her immediate supervisor, manager, and Human Resources - Argus Human Resources email: HR@ProSelfStorage.com - [Argus Human Resources contact phone number: 520-320-9135](#).

If the employee's immediate supervisor or manager is engaged in or part of the harassment and or discrimination at issue, the employee *must report* the alleged discrimination and or harassment to Human Resources who will take the necessary steps to initiate an investigation of the discrimination and or harassment claim.

Argus will conduct its investigation in a confidential manner whenever possible, subject to any laws or regulations requiring the report of such complaint to law enforcement or regulatory authorities. Resolution of each complaint will be reached as soon as possible and communicated to the employee and the other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee believed to be engaged in discrimination and or harassment.

Any form of retaliation against any employee for filing a complaint or participating in an investigation is prohibited. The employee *must immediately report* any known or alleged retaliation to his or her immediate supervisor, manager, or Human Resources. If the employee's immediate supervisor is engaged in or part of the retaliation, the employee is required to report the alleged retaliation to Human Resources.