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Workplace Professionalism Policy

North by Nature Landscapes bases our professional reputation on:

1. Ethical and ecological landscape principles – see guiding principles document.
2. Maintaining a positive, healthy and supportive work environment between crew, team leaders, management and our clients.
3. Client and business confidentiality – client names, landscape photos and personal information is held in strict confidence – it is not shared on employee social media and in casual conversations outside of work. NBN business information is confidential.

A positive workplace is one where harassment and bullying conduct that is based on race, color, religion, sex, sexual orientation, gender identity, or national origin, age, disability or genetic information is not acceptable and are grounds for termination of employment.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of disciplinary action. Unwelcomed conduct that creates a work environment that is intimidating, hostile, or offensive to reasonable people, is harassment.

Offensive conduct may include, but is not limited to, offensive swearing, jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Unwelcome harassing conduct will not be tolerated. Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.

Management will take immediate and appropriate action when an employee discloses the incident(s). Confidentiality will be protected as much as possible. Resolution of incidents may be assigned to outside consultants, mediation parties or law enforcement as deemed appropriate by management, or by direct action of the employee.

Facts About Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- The harasser's conduct must be unwelcome.

It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. The victim should use the employer incident report forms that are available.

If you are a witness to sexual harassment in the workplace or any where else, intervention suggestions are outlined in the document "Sexual Harassment in the Workplace Bystander Intervention" that is included with the NBN training packet.

Know that It is **unlawful** for employers to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation.

Date read, understood, and signed: _____