



M E M O

To: Zero Below Employees
From: Andrew Hunter, President
Re: **Sexual Harassment Policy**

Sexual harassment is a form of discrimination that ranges from verbal and non-verbal behavior. Behaviors that constitute sexual harassment include:

- Unwanted sexual attention
- Requests for sexual favors
- Jokes referring to sexual acts
- Sexual orientation and/or gender identity and expression
- Conditions of employment or advancement that are dependent on sexual favors

A comment does not have to be sexual in nature to be considered sexual harassment. If it is an offensive comment to a person regarding the individual's sex it is sexual harassment.

This memo is a reminder that Zero Below supports a **zero-tolerance policy** for any form of workplace discrimination, including sexual harassment. Zero tolerance means that every claim of harassment or discrimination is taken seriously, and the investigation of every claim is thorough and transparent. All employees have a legal right to a workplace free from sexual harassment. Consequences of sexual harassment may include - retraining, counseling, written or verbal reprimand, suspension, reassignment, demotion, or termination of employment.

As part of Zero Below's onboarding process, every employee must complete Sexual Harassment training. This training emphasizes Zero Below's commitment to fair treatment and a safe workplace for everyone.



68 South Service Road
Suite 100
Melville, NY 11747
Tel. 631-465-2175
Fax 631-454-5252

RE: Mandatory Online Sexual Harassment Training (Video & Test)

To: All Employees

This is a mandatory online Sexual Harassment Training **REQUIRED BY BOTH NEW YORK STATE AND NEW YORK CITY** for all businesses that employ 5 or more persons. This training includes an informational study video, followed by an exam that all employees **MUST** complete to receive certification of the sexual harassment training.

Once you have completed both (the video and exam), you will receive a Certificate of Completion that will remain in your employment file. Attached to this notice are the instructions on how to submit your certificate of completion.

Email your Certificate of Completion to our office:

chunter@zerobelowtrucking.com.

Please be advised that the training certificate is processed at the end of the training exam. **FOLLOW AND READ THE INSTRUCTIONS CAREFULLY ON HOW TO OBTAIN AND EMAIL THE CERTIFICATE.** If you do not, you may need to start all over.

Use the Website Link to access the training:

<https://www.nyc.gov/site/cchr/law/sexual-harassment-training.page>

Thank you.

Regards,

A handwritten signature in blue ink, appearing to read "D Hunter", followed by a horizontal line.

Daniel Hunter
Chief Operations Officer

Regards,

A handwritten signature in blue ink, appearing to read "A Hunter", followed by a horizontal line.

Andrew Hunter
President