

AMERICAN FREIGHT **APPLIANCE • FURNITURE • MATTRESS**

Equal Employment Opportunity

The Company respects diversity and is an equal opportunity employer that prohibits discrimination on the basis of actual or perceived race, color, creed, religion, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), age, national origin, physical or mental disability, citizenship status, sexual orientation, military service and veteran status, marital status, ancestry, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. This policy applies to consideration for employment, hiring, placement, promotion, transfer, training, advancement, compensation, termination, benefits, associate activities, access to facilities and programs, and general treatment during employment.

The Company prohibits retaliation against associates and job applicants for filing a good-faith complaint or assisting in an investigation of violations under this policy or under applicable federal, state, or local employment discrimination laws.

Discrimination, Harassment and Retaliation Prevention

It is the Company's policy that all associates be allowed to work in a positive, respectful, and productive work environment. The Company does not tolerate and prohibits discrimination or harassment of or against our job applicants, contractors, interns, volunteers, or associates by another associate, supervisor, vendor, customer, or any third party on the basis of actual or perceived race, national origin, ancestry, color, creed, religion, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), national origin, age, physical or mental disability, military service and veteran status, citizenship status, sexual orientation, marital status, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances (referred to as "protected characteristics"). The Company also prohibits retaliation as defined below.

The Company is committed to a workplace free of discrimination, harassment, and retaliation. These behaviors are unacceptable in the workplace and in any work-related settings such as business trips and Company sponsored social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party. In addition to being a violation of this policy, discrimination, harassment, or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws and ordinances also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws and ordinances are unlawful.

Discrimination Defined. Discrimination under this policy generally means treating differently or denying or granting a benefit to an individual because of the individual's actual or perceived protected characteristic.

Harassment Defined. Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws and ordinances. Because it is difficult to define unlawful harassment, associates are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined. Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interferes with an individual's employment or work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct that violates this policy include:

- unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- obscene or vulgar gestures, posters, or comments
- sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- propositions, or suggestive or insulting comments of a sexual nature
- derogatory cartoons, posters, and drawings
- sexually-explicit e-mails or voicemails
- uninvited touching of a sexual nature
- unwelcome sexually-related comments
- conversation about one's own or someone else's sex life
- conduct or comments consistently targeted at only one gender, even if the content is notsexual
- teasing or other conduct directed toward a person because of the person's gender

Retaliation Defined. Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: any action that would discourage or keep an individual from reporting discrimination, harassment or retaliation; shunning and avoiding an individual who reports discrimination, harassment or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting discrimination, harassment or retaliation; and denying employment benefits because an applicant or associate reported discrimination, harassment or retaliation or participated in the reporting and investigation process described below.

Reporting Procedures. The following steps have been put into place to ensure the work environment at the Company is respectful, professional, and free of discrimination, harassment, and retaliation. If an associate suspects that there has been a violation of this policy or our Equal Employment Opportunity Policy, the associate should promptly contact one or more of the following persons and organizations along with any member of the Executive Leadership Team:

1. **Immediate Supervisor**
2. **AF HR Employee Hotline - 855-733-4357 (Option 4 then Option 5) or AF4U@americanfreight.us**
3. **AF Ethics and Compliance Hotline - 844-989-1499**
4. **AF Title VII Coordinator - 740-363-2222 ext 142 or TitleVIICoordinator@americanfreight.us**
5. **AF Chief People Officer – 740-363-2222 ext 220 or Petter@americanfreight.us**

Any employee who believes that they suffered discrimination (including harassment) and/or retaliation on the basis of age, race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, or disability has the right to contact the EEOC directly at 1-800-669-4000 or [Filing a Formal Complaint | U.S. Equal Employment Opportunity Commission \(eoc.gov\)](#) who will accept and investigate charges at no charge to the complaining party.

Complaints can be submitted internally in the language of the employee's choosing using reporting procedures. The documents related to the complaint and investigation shall not be stored in the complainant's personnel file. If the associate makes a complaint under this policy and has not received an initial response within five (5) business days, the associate should contact the Company's Chief People Officer immediately.

Every supervisor who learns of any associate's concern about conduct in violation of this policy or our Equal Employment Opportunity Policy, whether in a formal complaint or informally, or who otherwise is aware of conduct in violation of this policy must immediately report the issues raised to Human Resources Representative or to the Company's General Counsel. Additionally, all complaints alleging sex discrimination, harassment, or retaliation must be brought to the attention of the Title VII Coordinator. A supervisor's failure to report such violations properly and immediately may result in disciplinary action up to and including termination.

Investigation Procedures. Upon receiving a complaint, the Company or its designated representative trained in investigating allegations of discrimination will promptly conduct a fair and reasonable investigation into the facts and circumstances of any claim or a violation of this policy or our Equal Employment Opportunity policy to ensure due proof for all parties. The Company will endeavor to keep the reporting associate's concerns confidential to the extent reasonably possible. However, complete confidentiality may not be possible in all circumstances. Associates are required to cooperate in all investigations conducted pursuant to this policy.

During the investigation, the Company generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, the Company will determine whether this policy or our Equal Employment Opportunity policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The Company will inform the complainant and the accused of the results of the investigation.

The Company will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the Company determines such measures are necessary to eradicate any unlawful conduct in the workplace. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates this policy or our Equal Employment Opportunity policy will be subject to discipline, up to and including termination. This includes individuals engaging in discrimination, harassment, or retaliation, as well as supervisors who knowingly allow prohibited conduct to continue. All disciplinary actions taken against an employee for a violation of this policy, or our Equal Employment Opportunity policy shall be kept in that employee's personnel file. Individuals who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct. EEO compliance will be a component in the performance appraisals for all managerial and supervisory positions.

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Remember, we cannot remedy claimed discrimination, harassment, or retaliation unless you bring these claims to the attention of management. Please report any conduct which you believe violates this policy or our Equal Employment Opportunity policy.

For additional state-specific information regarding this policy, associates may refer to following supplemental policies:

- [Illinois Discrimination and Sexual Harassment](#)
- [New York Sexual Harassment](#)

- [Oregon Discrimination and Harassment](#)

This policy may be modified from time to time. When that happens employee's will be issued a copy.

CONFIDENTIAL

Effective as of March 4, 2022

Receipt of The Company's Discrimination, Harassment & Retaliation Prevention Policy

I acknowledge that I have received, read, and understand the Company's Discrimination, Harassment, and Retaliation Prevention Policy, including any applicable state supplement. I understand that I am expected to abide by and be bound by the rules, provisions and standards set forth in the Company's policy. I further acknowledge that the Company reserves the right to revise, delete, and add to the provisions of the Discrimination, Harassment and Retaliation Prevention Policy at any time, to the maximum extent permitted by applicable law. *California Associates: I also acknowledge I have received the California Department of Fair Employment & Housing's brochure, Sexual Harassment, The Facts About Sexual Harassment (DFEH-185 brochure).*

Associate Signature _____

Date _____

Associate Name (typed or printed) _____