

# Harassment Policy

## I. Purpose:

It is the policy of the Company, to establish and maintain a workplace free from harassment or intimidation based on color, race, religion, age, national origin, sex, disability, veteran status or any other legally protected characteristic. The purpose of this policy is to reaffirm the Company's commitment to equal employment opportunity. By this policy, the Company adopts a "zero tolerance" approach to discriminatory workplace harassment and inappropriate conduct in general where it relates to the above factors. The company will not tolerate the harassment of its employees or customers. **Any such conduct will result in disciplinary action, up to and including discharge.**

## II. Policy:

### A. Definition of Harassment

While discriminatory harassment is not easily defined, it generally means conduct (verbal, non-verbal or physical) that is offensive because of its reference or relationship to age, sex, religion, race, color, disability, veteran status, national origin or any other legally protected characteristic, which creates an intimidating, hostile, or offensive work environment. An example of conduct, which may contribute to the creation of such an environment, includes degrading or making offensive jokes about an individual, group, or class of people because of such characteristics.

### B. Sexual Harassment

The Company is committed to providing all personnel a work environment that is free of sexual harassment. Therefore, the Company strictly prohibits all inappropriate conduct of a sexual or sexist nature, which could create, suggest, or contribute to a hostile or abusive working environment

Sexual harassment generally means any offensive or unwanted physical, verbal, visual displays or actions of a sexual nature, which creates an intimidating, hostile, or offensive work environment.

Examples of offensive conduct which could contribute to the creation of a hostile work environment include, but are not limited to:

- Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual proposition.
- Nonverbal: Making suggestive or insulting noises, leering, whistling, obscene gestures, offensive posters, cartoons, pictures, or drawings.
- Physical: Touching, pinching, brushing the body, grabbing, holding, hugging, kissing, coercing, sexual advances, or assault.

Furthermore the Company prohibits so-called "*quid pro quo*" harassment: supervisors, managers, trainers, and other employees who hold positions of authority are absolutely prohibited from proposing an exchange of a positive job benefit for sexual favors, threatening a negative job action or refusal to submit to sexual advances.

Management, at all levels, is responsible for taking corrective action to prevent harassment in the workplace.

### **III Report Procedure:**

Any individual who feels they are being harassed in any manner must take the responsibility to report the harassment to the appropriate individuals. The Company has designated individuals to receive reports of conduct, which would violate this policy. Any employee who believes that he or she has been subjected to, or witnessed, conduct which violates this policy, whether by a Company employee, a customer, or by a non-employee visitor, should take responsibility to report the incident to the appropriate subsidiary representative who will report the incident to Epes Carriers, Inc. President or Vice President- Human Resources. A listing of current contact names can be found on the Company bulletin boards. Furthermore, a report to any of these managers will be sufficient to begin the reporting investigation given due regard to the need for confidentiality. The Company will promptly and thoroughly investigate such reports and will take prompt and effective remedial action when justified by the results of the investigation. Retaliation against good faith reporting of violations of the policy or for providing information in connection with the investigation is strictly prohibited and should be reported like any other harassment or discrimination.

### **IV Discipline:**

**Any employee who is found to have violated this policy will be subjected to disciplinary action, up to and including discharge.**

**No one will be retaliated against for reporting any type of harassment.**

#### **Incident report representatives:**

##### **Epes Transport**

Britt Colley  
Mike Hamilton  
Tamara Anthony

##### **Texas Star Express**

Gary Amerson  
June Smith

##### **Epes Logistics**

Tom Neill  
Jason Bodford

##### **Epes Carriers, Inc.**

Michael Dunlap  
Mary Allred