

Keller Williams Harassment Policy

Keller Williams Realty is committed to providing a work environment that is free from discrimination. In keeping with this commitment, Keller Williams Realty maintains a strict policy prohibiting unlawful harassment of employees and associates both by supervisory and non-supervisory individuals. Furthermore, we prohibit harassment in any form, including verbal, physical and visual harassment for any reason.

Sexual harassment includes making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment or affiliation; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or affiliation decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment is also defined as visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following constitutes a partial list of examples of sexual harassment:

- Unwanted sexual advances or propositions
- Offering employment or other benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering; making sexual gestures; displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations
- Physical conduct: touching, assault, impeding or blocking movements

Racial or ethnic harassment includes, but is not limited to, ethnic slurs, jokes or other verbal or physical conduct relating to an individual's race, national origin or ancestry where such conduct (1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment or affiliation opportunities. Also similarly prohibited is any form of harassment against a person on any ground because of that person's **sex, race, color, creed, age, national origin, ancestry, disability, veteran status, genetic information, and sexual orientation**. Employees and associates who violate this policy are subject to discipline or discharge for such violations.

Harassment Reporting

1. If an employee or associate believes he or she has been harassed by a co-worker, supervisor, or other associate of the Market Center, that person should promptly report the facts of the incident or incidents and the names of the individuals involved to Market Center management or, if the alleged harasser is a supervisor, to the next highest level supervisor, preferably in writing to RustyMulinix@kw.com. Supervisors must immediately report any incident of harassment to the Operating Principal of the Market Center.
2. Once an incident has been brought to the attention of Market Center management, an investigation will be conducted promptly to determine all the facts surrounding the incident. The investigation will be kept as confidential as practicable. Whether a person is the accused harasser, the complaining party or merely a potential witness, those participating in the investigation should keep any communications to the Market Center strictly confidential. A determination will be made, and the results communicated to the complaining party or parties to the alleged harasser and, if deemed appropriate, to all others directly concerned.
3. If a violation of this policy is found to have occurred, the employee or associate who is found to have violated the policy is subject to discipline up to and including discharge or the release of the associate's real estate license.
4. If someone knowingly and deliberately makes a false report about harassment, that person may be subject to discipline as well, up to and including discharge or the release of the associate's real estate license. However, retaliation for complaining about or opposing harassment, or otherwise participating in an investigation, proceeding, or hearing is illegal.
5. Employees and associates at all times maintain the right to file a complaint of discrimination or harassment with the Equal Employment Opportunity Commission or the state commission governing employment discrimination (in the United States) or the local Human Rights Commission.