

**Share Your Blessings, Inc.**  
**Anti-Discrimination & Harassment Policy**

Share Your Blessings, Inc adheres strictly to Federal and State laws regarding discriminatory practices.

**Federal laws currently in place include:**

It is illegal to discriminate against someone on the basis of race, color, religion, national origin or sex. This law also protects employees against retaliation for going forward with a claim regarding discrimination in the workplace.

Sexual Discrimination on the basis of pregnancy, childbirth and/or a medical condition related to pregnancy or childbirth.

Sex-based wage discrimination between men and women who perform equal work in the same workplace.

Protection of employees or future employees who are 40 or older from discrimination in the workplace.

It illegal to discriminate against a qualified person with a disability from employment or during employment.

**Objective**

Share Your Blessings, Inc. ("SYB") is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, SYB expects that all relationships among persons in the office will be business-like and free of explicit bias, prejudice and harassment.

All complaints in violation of such policies will be investigated and resolved appropriately without retaliation.

These policies may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of SYB prohibit disparate treatment based on sex or any other protected characteristic, concerning terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is our policy to ensure equal employment opportunity without discrimination or harassment on based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. SYB explicitly prohibits any such discrimination or harassment.

### Retaliation

SYB encourages reporting of all perceived incidents of discrimination or harassment. It is our policy to promptly and thoroughly investigate such reports. SYB prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. "Sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

### Harassment

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates. Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

### Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to [Company Name] (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

