



Anti-Harassment Policy

Burt Watson Chevrolet, Inc. will not tolerate workplace harassment of employees on the basis of race, sex, religion, national or ethnic origin, age, disability, military service, genetic information, sexual orientation, gender expression, and/or gender identity. Such harassment is illegal.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, sex, religion, national or ethnic origin, age, disability, military service, genetic information, sexual orientation, gender expression, and/or gender identity, or that of his/her relatives, friends or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following: (a) epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, sex, religion, national or ethnic origin, age, disability, military service, genetic information, sexual orientation, gender expression, and/or gender identity; and (b) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, sex, religion, national or ethnic origin, age, disability, military service, genetic information, sexual orientation, gender expression, and/or gender identity and that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace.

Any employee who believes that the workplace actions or words of a supervisor, fellow employee or non-employee constitute harassment has a responsibility to report or complain as soon as possible to his/her supervisor, or to the dealership General Management if the complaint involves his/her supervisor.

All complaints of harassment will be investigated promptly in as confidential a manner as possible by the supervisor or dealership General Management. If an employee is not satisfied with the handling of a complaint or action taken by the supervisor, then the employee should bring the complaint to the attention of dealership General Management. In all cases, the employee is to be advised of the supervisors' or dealership General Managements' findings and conclusion.

Any employee, supervisor, or manager who is found, after appropriate investigation, to have engaged in harassment of another employee, will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

I acknowledge receipt of the Burt Watson Chevrolet Inc. Anti-Harassment Policy. I have read the policy, understand its contents, and agree to abide by it.

**SIGNED MASTER EMPLOYEE AGREEMENT AND ACKNOWLEDGEMENT FORM WILL BE KEPT ON FILE
IN THE HUMAN RESOURCES OFFICE**