

## **C2ES Policy on Reporting Sexual and Other Harassment, Discrimination, and Retaliation (a.k.a. Whistleblower Policy)**

An employee who experiences, witnesses, or is aware of an incident of possible sexual or other improper harassment, discrimination, or retaliation must report it immediately to his or her supervisor, Human Resources, or any member of C2ES management.

The Human Resources Department, any supervisor, or any manager who becomes aware of possible sexual or other improper harassment, discrimination, or retaliation must immediately report it to the President. If for any reason an employee is uncomfortable reporting to C2ES management, the Chair of the C2ES Board Audit Committee is an alternative.

Reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved as well as those individuals who may have witnessed the alleged behavior or have other relevant knowledge. C2ES will make an effort to maintain confidentiality throughout the process to the extent consistent with law, adequate investigation and appropriate corrective action.

Retaliation for reporting, opposing, or resisting possible unlawful or improper conduct, will not be tolerated. C2ES is committed to providing a work environment that is free from all forms of improper retaliation and will take disciplinary action, up to and including termination of employment.