

On-and Off-Duty Harassment

- We want your work environment to be professional and productive, so the Company prohibits harassment.
- Harassment is unwelcome conduct in the eyes of the recipient based on things like, for example, race, sex, age, or disability.
- And, putting up with it becomes a condition of employment, for example, if your supervisor tells you that you can have extra vacation time or the best station on the assembly line if you go on a date with them, or
- The conduct is severe or happens often enough for it to be intimidating, hostile, or abusive.
- For example, touching a coworker's hair or body without permission, off-color jokes about a coworker's age, or posting a racially offensive picture in your locker.
- This type of harassment is also prohibited when it occurs off duty. Meaning harassment doesn't have to occur on company property or company time for it to be against Company policy when the harassing conduct has an impact on the workplace.
- For example, if a coworker begins making comments about your body at the Company holiday party or at the annual Company cookout, then that conduct – even if it didn't occur on Company property or during working hours, is also prohibited.
- Likewise, the Company's anti-harassment policies apply to the virtual work environment as well and online harassment is against Company policy.
- To give you an example, if a supervisor sends you a friend request on Facebook and then begins liking your posts and commenting about your appearance in every post, that conduct could violate the Company's anti-harassment policy.
- Let's go through another example. A coworker begins direct messaging a disabled coworker on Instagram and pressuring them to switch lines because they are "slow and holding up production" due to their disability. Raise your hand if you think this could be harassment.
- What about if a production manager posts a video on TikTok that boomers need to exit the workforce and let the younger generations have their time to shine. Is that harassment?
- Those who violate the Company's anti-harassment policy, whether on-duty, or off-duty, or online, will be subject to disciplinary action, up to and including termination.

- If you experience, see, or hear about harassing behavior – including online – report it to a supervisor, Human Resources, Legal and Compliance, or use the Company’s Hotline, which is available on RPM’s website and is listed on the Speak Up posters in the plant.
- Should you have concerns about reporting harassment, know that the Company prohibits retaliation against employees who make reports in good faith and takes efforts against retaliatory actions.