



Consensual Relationship Agreement

Employee A Printed Name: _____ Title: _____

Location or Department: _____ Supervisor: _____

Employee B Printed Name: _____ Title: _____

Location or Department: _____ Supervisor: _____

We, the above-named employees, are notifying Stepworks that we have entered into a voluntary and mutual consensual social relationship.

In entering into this relationship, we both understand and agree to the following:

- Our personal relationship is voluntary and consensual.
- We are both free to end the relationship at any time.
- If our social relationship ends, we both agree that we will not allow the end of this relationship to negatively impact our job performance.
- We will act professionally in the workplace.
- We will not discuss personal matters in the workplace or engage in public displays of affection.
 - This includes during non-working times at the workplace (lunches, breaks, and before/after shifts).
- We have received and reviewed the Stepworks' harassment and workplace romantic relationship policies attached to this document.
- We acknowledge that the social relationship between us does not violate Stepworks' policies and that entering into the social relationship has not been made a condition or term of employment.

Employee A Signature: _____ Date: ____/____/____

Employee B Signature: _____ Date: ____/____/____

Please return this document to one of your supervisors.

Supervisor Printed Name: _____ Title: _____

Supervisor Signature: _____ Date: ____/____/____

Human Resources Printed Name: _____

Human Resources Signature: _____ Date: ____/____/____

2.6.d Workplace Harassment

All team members have a right to work in an environment free of discrimination, which includes freedom from harassment—whether that harassment is based on gender, age, race, national origin, religion, sexual orientation, marital status, or membership in other protected groups. Stepworks prohibits harassment of its team members in any form by supervisors, coworkers, customers, or suppliers.

Such conduct may result in disciplinary action up to and including termination of the team member who harasses others. Offending non-team members, including customers and suppliers, will be asked to leave and not return.

Specifically, no supervisory personnel shall threaten or insinuate either explicitly or implicitly that any team member's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that team member's employment, valuation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other harassing conduct in the workplace, whether physical or verbal, committed by supervisory personnel or others is also prohibited. This includes slurs, jokes, or degrading comments concerning sex, age, race, national origin, sexual orientation, religion, marital status, or membership in other protected groups; repeated offensive sexual flirtations, advances, or propositions; continual or repeated abuse of a sexual nature; graphic verbal comments about an individual's body; and the display in the workplace of sexually-suggestive objects or pictures.

Team members who have complaints of harassment should report such conduct to their supervisor. The supervisor should immediately report the complaint to their supervisor and the chief compliance officer. Team members who observe harassment should report in the same manner. Stepworks will investigate the matter. Where investigations confirm allegations, appropriate measures will be taken. All team members are expected to cooperate with the investigation. Failure to do so may result in discipline, up to and including termination. Information provided by individual team members in the course of an investigation will be treated as confidential and only provided to those who have a need for the information or when it is required in the course of investigating the complaint. Providing false information in the course of an investigation is grounds for discipline, up to and including termination.

Stepworks' compliance policy is to protect team members from retaliation and maintain confidentiality with respect to all concerns raised. Stepworks' managers, supervisors, and team members must not engage in retaliation, retribution, or any form of harassment directed against a team member who has reported, or is considering reporting, a harassment concern. Any manager, supervisor, or team member who engages in such retribution, retaliation, or harassment is subject to discipline, up to and including termination. For contractors, such actions may lead to the termination of their contract.

2.27.a Workplace Romantic Relationships

Stepworks team members must maintain clear boundaries between their personal and work interactions with other team members. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment. Team member *off-duty* conduct is generally regarded as private, as long as such conduct does not create problems within the workplace.

General Guidelines

- Romantic or sexual relationships between managers and direct reports are strictly prohibited
- Team members engaging in any form of discrimination or harassment will be terminated
- Parties involved in a romantic/sexual relationship must notify HR
- Team members should behave professionally at all times
- Team members should not discuss personal matters in the workplace
- Team members should not engage in behavior that is distracting, disruptive, or counter to our company's values and culture
- During non-working time at the workplace, such as lunches, breaks, and before and after work periods, team members should continue to observe professional boundaries
- Team members are strictly prohibited from engaging in physical contact on company premises that would in any way be deemed inappropriate in the workplace whether during working hours or not

Team members failing to adhere to the above guidelines, or who allow personal relationships with co-workers to adversely affect the work environment, will be subject to disciplinary action including and up to termination.