

# Hiland Dairy Foods Company's

## Acknowledgment of Policy Against Harassment

(FOR MANAGERS AND SUPERVISORS)

As a manager or supervisor, I acknowledge receipt of the attached copy of Hiland Dairy Foods Company L.L.C.'s *Policy Against Harassment*. I understand the policy applies to managers as well as other employees.

I will conduct myself in accordance with the company's policies. I will immediately report any act, allegation, or rumor of harassment to the Director of Human Resources. I will support appropriate corrective action, including investigation of the claims, and I will not penalize any person who has reported the existence of such improper conduct.

I understand that because I am a manager, the Company can be held responsible for acts of harassment that I commit, condone, tolerate, or fail to investigate. Therefore, if I know of or have reason to know of any act of harassment or the existence of a hostile, intimidating, or offensive work environment at this Company and fail to report it to higher management, both the Company and I can be placed in jeopardy.

Finally, I understand that if I violate any aspect of this policy, I will be subject to discipline up to and including immediate termination. I also understand that I may be listed as a co-defendant, along with the company, in litigation regarding harassment and held personally liable for my acts or omissions.

Signature of Manager/Supervisor \_\_\_\_\_

Date \_\_\_\_\_