

Hiland Dairy Foods Company's Policy Against Harassment

Policy:

It is the policy of Hiland Dairy Foods Company, L.L.C. that it will not tolerate harassment of any of our employees, applicants or customers. Any form of harassment related to an individual's race, color, sex/gender, religion, age, national origin, disability, protected veteran or citizenship status is a violation of this policy and will be treated as a disciplinary matter.

Comment:

1. While all forms of harassment are prohibited, it is the policy of Hiland Dairy Foods Company, L.L.C., to emphasize that *sexual harassment is specifically prohibited*. Each supervisor has a responsibility to maintain the workplace free of any form of sexual harassment. No supervisor or member of management is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. In addition, no supervisor or other member of management is to favor in any way any applicant or employee because that person has performed or shown a willingness to perform sexual favors for the supervisor or member of management.
2. Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, non-supervisory personnel, applicants, or customers, is also prohibited. Such conduct includes, but is not limited to:
 - a. offensive remarks, comments, jokes or slurs pertaining to an individual's race, color, sex/gender, religion, age, national origin, disability, or citizenship status;
 - b. sexual flirtations, touching, advances, or propositions, regardless of the gender of the individuals involved;
 - c. graphic or suggestive comments about an individual's dress or body;
 - d. sexually degrading words to describe an individual, or the display in the workplace of sexually suggestive or other objectionable pictures, including nude photographs or other communications, including e-mail.
3. Any employee who believes that the actions or words of a supervisor, fellow employee, customer, or vendor constitute unwelcome harassment has a responsibility to report as soon as possible to the appropriate supervisor or to the Human Resource Department, if the complaint involves the supervisor. The supervisor must notify the Human Resource Department of all complaints.
4. All complaints of harassment must be investigated promptly and in as impartial and confidential a manner as possible by the supervisor and Human Resource Department. If an employee is not satisfied with the handling of a complaint or with the action taken by the supervisor, then the employee should bring the complaint to the attention of the Human Resource Department. In all cases, the employee is to be advised of the supervisor's and the Human Resource Department's findings and conclusion.
5. 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.
6. Hiland Dairy Foods Company, L.L.C. prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation.
7. If, after investigating any complaint of harassment, it is determined that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, up to and including termination.

If you feel that you are being harassed, tell the individual to stop. Whether you get the harasser to stop or not, report the behavior to those in authority at once. You may contact the Human Resource Department at (417) 862-9311, or by leaving a message on the Ethics Hotline at 1(800) 417-4558.

Hiland Dairy Foods Company's

Acknowledgment of Policy Against Harassment

(FOR EMPLOYEES)

This is to acknowledge that I have received a copy of Hiland Dairy Foods Company, L.L.C.'s *Policy Against Harassment* revised December 2014. I understand that it is my responsibility to read this policy and comply with the guidelines.

Employee Signature _____

Date _____