



Safe Workplace Policy

Art House Dallas believes in creating a safe place for all of our team members and the broader community.

Prohibited Conduct Under This Policy

Art House Dallas is in compliance with all applicable federal, state, and local anti-discrimination and harassment laws and regulations and enforces this policy in accordance with the following definitions and guidelines:

Discrimination

Art House Dallas is committed to a work environment in which all individuals are treated with respect and dignity. Art House Dallas is an equal opportunity employer and will not discriminate in recruiting, hiring, training, promotion, transfer, discharge, compensation, or any other term or condition of employment on the basis of race, color, age, sex, religion, national origin, or on the basis of disability if the employee can perform the essential functions of the job, with a reasonable accommodation if necessary. Any employee who is aware of discriminatory conduct or who has any concern about a possible violation of this policy should immediately report the conduct or concern to his or her supervisor.

Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. We expect that all company and community relationships are free of explicit bias, discrimination, and harassment.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws. Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

Art House Dallas disapproves of and strictly prohibits comments or actions by anyone that may create an offensive or hostile work environment for any employee because of the employee's race, color, religion, age, sex, marital status, national origin, disability, ancestry, or medical condition. This policy extends not only to prohibiting unwelcome sexual advances and offensive



sexual jokes, innuendos, or behaviors, but also prohibits offensive conduct related to or based upon factors other than sex.

For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for Art House Dallas. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status or other protected status, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

Employees who believe they are victims of harassment or who are aware of harassment should immediately report the situation to a supervisor. An employee who thinks he or she is a victim of harassment may discuss the offensive conduct with the offender(s) before reporting it to management, but is not required to do so. All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur.

Art House Dallas will promptly investigate complaints or reports of harassment. The investigation will be conducted, and complaints will be handled in a confidential manner to the extent realistically feasible. When warranted by the investigation, Art House Dallas will take immediate and appropriate corrective action. Such action may include disciplinary action against the offender(s), which may range up to and include dismissal, depending on the severity of the conduct as assessed by Art House Dallas.

Retaliation

No retaliation will be permitted against an employee who registers a complaint or reports a harassment incident, or against any employee who provides testimony as a witness or who otherwise provides assistance to any complaining or reporting employee, or who provides assistance to Art House Dallas in connection with the investigation of any complaint or report.



After Art House Dallas has taken appropriate corrective action to resolve a complaint or report of harassment, Art House Dallas will make follow-up inquiries after an appropriate interval to ensure that the harassment has not resumed and retaliation has not been suffered.