

**Timberland Bank**  
**Anti- Discriminatory Harassment Policy**

Timberland Bank will not tolerate conduct by any employee that harasses, disrupts or interferes with another's work performance or which causes an intimidating, offensive or hostile environment. In general terms, harassment is abusive, humiliating, or offensive behavior or statements that undermine the integrity and professionalism of the workplace. We want to maintain a working environment free from all forms of discrimination and harassment, whether based on race, color, religion, , national origin, citizenship or immigration status, age, marital status, honorably discharged veteran or military status, the presence of any physical, mental, or sensory disability, the use of a trained service animal by a person with a disability, sex, sexual orientation-gender identity, genetic information, status as a victim of domestic violence, sexual assault, or stalking, familial status, pregnancy outcomes, ancestry, source of income, or any other characteristic or status protected by federal, state, or local law(s).

Timberland Bank prohibits harassment by and toward employees, managers, and non-employees such as customers, vendors, or contractors. Behaviors such as (but not limited to):

- Telling jokes about any protected class
- Making slurs about any protected class
- Using offensive slang or other derogatory terms denoting a person's race, age, national origin, disability
- Threatening, intimidating, or hostile acts directed at a sex or religious group, or directed an individual because of their sexual orientation, color, or ethnicity.
- Mimicking one's speech, accent, or disability

will not be tolerated. Retaliating or harassing individuals by making derogatory comments regarding protected statuses or characteristics and any other words or conduct might create a hostile or offensive work atmosphere are also prohibited. Further, harassing conduct in the workplace by outside individuals (i.e. vendors, customers, etc.) is also not tolerated. Harassment does not require intent to offend. Thus, inappropriate conduct or language meant as a joke, a prank, or even a compliment can lead to or contribute to harassment. Sexual or other harassing conduct, even if not unlawful, will not be tolerated. For example, a stray comment that degrades an employee's gender may not be unlawful harassment, but it is an example of prohibited conduct under this policy.

This policy prohibits unacceptable harassment or conduct in the workplace and at company sponsored business and social events. Additionally, harassment via social media, email, and text messages are within the scope of prohibited conduct; for example, a harassing

post on an employee's personal Facebook page violates this policy if it is about a co-worker or customer.

While all forms of harassment are prohibited, it is our policy to emphasize that sexual harassment is specifically prohibited. Actions are considered to be sexual harassment under the following conditions:

- If submission to conduct is in any way deemed to be a term or condition of employment.
- If submission to, or rejection of, is used as the basis for any employment-related decisions.
- If the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conducts of a sexual nature. Conducts such as sexual or sexist language, jokes or innuendo; nude, profane, or obscene cartoons, drawings or photographs; discussing sexual relations/stories/fantasies at work, whistling, staring, performing sexual acts on oneself at work, inappropriate touching; hugging or kissing is strictly prohibited.

Each manager/ supervisor has a responsibility to maintain the workplace free from any form of sexual harassment. No manager/ supervisor shall seek sexual favors from employees, or 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, or any other condition of employment or career development.

The Sexual Harassment portion of the overall policy also covers conduct in the workplace, at social functions sponsored by Timberland Bank (such as holiday dinners, picnics, etc.) and business functions (such as trade shows, conventions, etc.).

Management provides and supports a dispute resolution procedure/ process for receiving and resolving complaints alleging discriminatory and harassing practices in employment relations. As an employee of Timberland Bank, you have the responsibility to immediately report any actions or words by a supervisor, co-worker, vendor, or other individual that you believe to be unwelcome harassment. You should report the incident to your manager/ supervisor or to the next level of management if the complaint involves your immediate supervisor or manager. The Human Resources Department should always be notified.

All complaints about an employee or non-employee will be thoroughly and promptly investigated in an impartial and timely manner. All employees have an obligation to cooperate in an investigation of harassment complaints. The results of any investigation will be communicated to the complaining employee(s) as soon as practical. While Timberland Bank will keep all complaints and investigation details confidential to the maximum extent possible, we will not require complainants or witnesses to maintain confidentiality in accordance with applicable state law.

Prompt and appropriate corrective action will be taken if it is determined that an employee or non-employee has engaged in harassing conduct, even if the conduct is not unlawful. Corrective action may include discipline up to and including termination of employment or

the relationship with the non-employee. Appropriate action will also be taken to deter any such conduct in the future.

Timberland Bank will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by management, employees, co-workers, or non-employees (such as customers, vendors, or contractors). Examples of prohibited retaliation include discharge, material changes to terms and conditions of employment, and ostracism or disparagement of an individual. Retaliation is prohibited even in the case where an underlying complaint has no merit. Employees who believe they have been subject to retaliation must immediately bring it to the attention of Human Resources. Complaints of retaliation will be investigated and addressed according to this policy.