

SEXUAL & OTHER UNLAWFUL HARASSMENT

PCS Inc. is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her Supervisor. If the Supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact Human Resources or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any Supervisor or Manager who becomes aware of possible sexual or other unlawful harassment should promptly advise Human Resources or any member of management who will handle the matter in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

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Workplace Harassment Policy

Power Component Systems prohibits all forms of harassment, including harassment based on an individual's race, color, religion, sex, national origin, age, disability, handicap, sexual orientation, genetic characteristics, religious creed, marital status, having a GED rather than a high school diploma, relationship to a person with a disability, handling or training of a guide or support animal for disability, or any other characteristic protected by law. All Power Component Systems employees are entitled to work in an atmosphere free of harassment. To that end, the Company will not condone or tolerate harassment of any type by any employee. This policy applies to all employee actions, including those outside of the workplace (e.g. business trips, meeting, parties, etc.) and applies to all employees, regardless of position. Power Component Systems will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action. In the event any such prohibited conduct should occur in the workplace, you must follow the reporting procedures outlined in this Handbook. Persons unlawfully harassing others will be subject to disciplinary action up to and including termination.

The following, though not all inclusive, are examples of various types of harassment:

Verbal Abuse: Any language that degrades or berates others, including, but not limited to, racial, religious, or sexual comments, jokes, sexual innuendoes, or threats of any kind.

Physical Abuse: This includes touching, hitting, pushing, slamming, throwing, kicking, or threatening another person, including restraining by force or blocking the path of another.

Interference or Hostile Environment: Any behavior or action which interferes with an employee's ability to perform work assignments or which results in or creates a hostile or intimidating work environment.

Sexual Harassment: Includes, but is not limited to, sexual advances, requests for sexual acts or favors and other physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implied as a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Retaliation: Any adverse action or threat of adverse action taken or made because an individual has exercised or attempted to exercise any rights under state or federal employment laws or Power Component Systems' policies. Retaliation includes, but is not limited to, verbal abuse and threats of withholding or withdrawing pay, promotions, training or other employment opportunities.

In addition to the above forms of harassment, any behavior or action which interferes with an individual's ability to perform their job duties or which creates a hostile or intimidating work environment is considered harassment. Power Component Systems has a "zero tolerance" policy with respect to the above activities.