

# **Iron Arch Management Zero Tolerance Policy Regarding Discrimination, Workplace Violence and Harassment**

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*CLARIFIED* For Employees of This Independent McDonald's Franchisee

**Iron Arch Management, dba McDonald's believes in the value of a diverse workforce, equal opportunity, and a workplace free of violence, discrimination, and all forms of unlawful harassment because these values make good business sense, and they are the right things to do.**

**Iron Arch McDonald's has zero tolerance for unlawful discrimination, including harassment and sexual harassment and workplace violence of any kind. Employees who violate this policy will be disciplined according to Iron Arch Management's Disciplinary Actions Policy up to and including termination.**

## **Iron Arch McDonald's Prohibits Discrimination**

Iron Arch McDonald's strongly believes that employees and applicants for employment should be treated fairly and without regard to race, color, sex (including gender identity, sexual orientation, and pregnancy), religion, national origin, age, disability, genetic information, veteran status, or any other prohibited basis. This applies to all employment practices, including recruiting, hiring, pay, performance reviews, training and development, promotions and other terms and conditions of employment. Discrimination or harassment of an employee of this Independent McDonald's Franchisee, whether by another employee, supplier, vendor, consultant, or customer, will not be tolerated.

## **Iron Arch McDonald's Prohibits Harassment and Workplace Violence**

Iron Arch McDonald's will not tolerate any form of harassment, joking remarks or other abusive conduct (including verbal, non-verbal, or physical conduct) that demeans or shows hostility toward an individual because of his/her race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation, or other prohibited basis and that creates an intimidating, hostile or offensive work environment, unreasonably interferes with an individual's work performance or otherwise adversely affects an individual's employment opportunities.

## **Iron Arch McDonald's Prohibits Sexual Harassment**

Iron Arch McDonald's has zero tolerance for any form of sexual harassment of any employee, whether male or female. Sexual harassment is prohibited because it may be intimidating, an abuse of power, and is inconsistent with the policies, practices, and management philosophy of this Independent McDonald's Franchisee.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and certain other verbal, non-verbal or physical conduct which is sexual or based on gender if that conduct could reasonably offend another person, whether or not such conduct was intended to offend.

Examples of sexual harassment can include the following:

- Verbal harassment, including jokes, comments or threats relating to sexual activity, body parts, or other matters of a sexual nature.

- Non-verbal harassment, including staring at a person's body in a sexually suggestive manner, sexually related gestures, or motions and/or circulating sexually suggestive material.
- Physical conduct, including grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, unnecessary touching, or other unwelcome physical conduct.
- An employment decision (including promotion, demotion, compensation, scheduling) made by a supervisor based on the employee's submission to or rejection of sexual conduct.
- Submission to sexual conduct as an implicit or explicit condition of getting or keeping a job.
- Conduct that denigrates or shows hostility or aversion to a person because of his/her gender and creates an intimidating, hostile or offensive work environment.
- Any other sexual conduct that unreasonably interferes with another person's work performance or creates an intimidating, hostile or offensive work environment or adversely affects another person's employment opportunities.

### **Application of the Zero Tolerance Policy**

All employees are required to adhere to Iron Arch McDonald's policy prohibiting discrimination, workplace violence and all forms of harassment while on this Franchisee's premises, engaging in work-related activities, company-sponsored training, or other functions, and at non-company activities when conduct at these activities would affect the work environment.

### **Iron Arch McDonald's Does Not Employ and Will Not Retain ANY Known or Convicted Sex Offender.**

### **Employee Recourse**

Every employee has the right and is encouraged to tell any employee of Iron Arch McDonald's in a professional manner to stop behavior towards him/her that the employee believes to be discriminatory, harassing and/or offensive. Any employee who feels subjected to discrimination or harassment should immediately report it to the Iron Arch Management Human Resources representative or to their General Manager or manager on duty. Iron Arch McDonald's will investigate any report thoroughly, with sensitivity towards confidentiality. If the report has merit, Iron Arch McDonald's will take corrective action, including, but not limited to, disciplinary action against the offender ranging from a warning to termination.

Iron Arch Management Human Resources:

- 815-321-4708
- [office@iammcd.com](mailto:office@iammcd.com)
- [feedback@iammcd.com](mailto:feedback@iammcd.com)
- or through our website at [iammcd.com](http://iammcd.com) > employee forms > employee feedback

### **Management's Responsibility**

It is the responsibility of every employee to prevent discrimination, harassment, and workplace violence. Management and employees who witness or receive reports of

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discriminatory or harassing behavior are required to take appropriate action, including immediately reporting such behavior to the Human Resources representative for Iron Arch McDonald's or directly to the Owner/Operator. Management employees who fail to promptly report such behavior will be subject to discipline.

### **Iron Arch McDonald's Prohibits Retaliation**

Iron Arch McDonald's encourages employees to freely report incidents of discrimination or harassment without fear of reprisal. Iron Arch McDonald's prohibits retaliation against any employee who has made a complaint about harassment or discrimination or has cooperated in the investigation of such a complaint. Retaliation includes any employment decision or other conduct made with the intent to punish an employee for complaining about or assisting in the investigation of discrimination or harassment.

### **Zero Tolerance Policy of Iron Arch McDonald's Regarding Employee Treatment of Customers, Suppliers and Vendors**

The employees of Iron Arch McDonald's are prohibited from discriminating against or harassing customers, suppliers, and vendors, based on race, color, sex, religion, national origin, age, disability, sexual orientation, or any other unlawful reason, both in the course of work-related activities and at company-sponsored training or functions. Management employees who witness or receive reports of discriminatory or harassing behavior are required to take appropriate action, including immediately reporting such behavior to the Iron Arch Management Human Resource representative for Iron Arch McDonald's or directly to the Owner/Operator.

Violating this policy will lead to disciplinary action up to and including discharge. This policy creates no contractual rights on the part of any person.\*

### **Harassment and Discrimination Training**

All employees of Iron Arch McDonald's must complete Harassment and Discrimination Training and FRED Mitigating Workplace Violence within 14 days of employment. This training is given at orientation through the FRED Crew Training module "Safe, Respectful & Inclusive Workplace (Harassment & Discrimination).

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\* This independent McDonald's franchisee reserves the right to amend or modify this policy at any time without prior notice. This policy does not create any contractual obligations between this McDonald's and its employees. At this McDonald's, your employment is at will. This means that you are free to terminate your employment at any time, for any reason, and this McDonald's retains the same right.