

HARASSMENT POLICY

LKA's policy is one of affirmative compliance with federal and state laws and regulations governing workplace harassment. LKA will not tolerate harassment or discrimination against any employee by another employee, supervisor, or vendor on any legally recognized basis, including but not limited to race, color, religion, sex, national origin, physical or mental disability, pregnancy, age, or military status. Further, LKA will not condone any harassment or retaliation against any person who brings a discrimination or harassment complaint or who participates in an investigation of any such complaint.

Definition of Harassment

Harassing behavior is that behavior prohibited by federal and state law and may be verbal or physical and may or may not adversely affect the victim's job security, promotion or transfer opportunities, or any other terms and conditions of employment. Incidents of harassment may be subjective in nature. By way of illustration, harassment may include, but is not limited to:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a demeaning nature, including, as examples, offensive drawings, pictures, jokes, teasing or other offensive comments aimed at a persons' sex, race, religion, national origin, disability, pregnancy, military status, age or other legally protected classification.

No Retaliation

During the course of the investigation of any allegation of discrimination or harassment, the Principal or the Principal's designee or members of LKA's Board of Directors will counsel the individual accused of the prohibited conduct and others involved in the event that no retaliatory measure will be allowed against the complainant. Each employee has an affirmative obligation to report any instances of retaliation, either against the complainant or another employee. LKA will investigate all reports of retaliation in the same manner as reports of harassment/discrimination. Persons engaged in events of retaliation will be subject to discipline, up to and including termination of employment.

Employee Responsibility

It is each employee's right and responsibility to report breaches of this policy to the Principal or a member of the Board of Directors. LKA is committed to ensuring that all employees are protected from such conduct.

Investigation

Board of Directors or such other individual as the circumstances may warrant. The investigation may include discussions with the complainant, the person alleged to have engaged in the inappropriate conduct, and any witnesses.

Corrective Action

The Principal and the Board of Directors shall consider the facts of the case and take corrective action as deemed appropriate. Such action may include counseling, disciplinary warning, transfer, demotion, discharge or other action.