UIC Government Services Division and Subsidiary Companies are committed to maintaining a work place free of unlawful discrimination.

HARASSMENT POLICY

Employees have a right to be free from harassment on the job, either from co-workers, supervisors, managers, customers or clients. Harassment based upon age, race, sex, religion, marital status, color, national origin, medical condition, veteran status or physical or mental disability is prohibited by state and federal anti-discrimination laws where (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Bowhead administers its employment practices in accordance with applicable state and federal labor standards established by law. Harassment of any kind will not be condoned at Bowhead.

(a) Sexual Harassment. Sexual harassment will not be condoned at Bowhead. Sexual harassment can consist of sexual favoritism; attempts to condition employment benefits on sexual concessions or favors, or comments and conduct that create a hostile or intimidating atmosphere. Examples could include sexual jokes, comments about an employee's body or dress, offensive calendars, posters, email messages and faxes. To be sexual harassment, the employee observing or experiencing the behavior must be offended.

(b) Reporting Procedures. It is the employee's responsibility to bring any harassment to the attention of his/her immediate supervisor, the HRM, or other appropriate member of management. Although problems may be readily solved if an offended employee speaks directly to the offender, that action is not necessary. Further, Bowhead expects any employee who observes harassment or experiences harassment to immediately contact the appropriate member of management. All reports should be taken seriously. Bowhead will protect confidentiality of those involved to the extent possible, consistent with the need to investigate and resolve the problem. Disciplinary action, up to and including termination, may be taken against anyone violating this policy and anyone condoning inappropriate statements or conduct. No retaliation will be tolerated against an employee who has filed a good faith complaint or made any effort to comply with this policy.