



October 2023

## Unfair Discrimination and Harassment

**1. Policy Statement:** Copper State is committed to providing a work environment free from all forms of discrimination and harassment. We value diversity and will not tolerate any form of unfair treatment, discrimination, or harassment of employees, contractors, vendors, or any other individuals in our workplace.

**2. Scope:** This policy applies to all employees, contractors, subcontractors, vendors, suppliers, customers, and business partners associated with Copper State.

**3. Definition:**

- A. **Unfair Discrimination:** Unfair discrimination is the unequal treatment of individuals based on protected characteristics such as age, gender, race, ethnicity, religion, disability, sexual orientation, gender identity, or any other characteristic protected by applicable laws.
- B. **Harassment:** Harassment is any unwanted and unwelcome behavior, verbal, non-verbal, or physical, that creates an intimidating, hostile, or offensive work environment, or that interferes with an individual's work performance. Harassment can be based on any protected characteristic mentioned above.

**4. Prohibited Conduct:** The following behaviors are strictly prohibited and will not be tolerated within Copper State:

A. Unfair Discrimination:

- Refusing to hire or promote based on protected characteristics.
- Pay disparities based on protected characteristics.
- Unfair work assignments or opportunities.
- Offensive comments, jokes, or stereotypes related to protected characteristics.

B. Harassment:

- Making offensive, derogatory, or threatening remarks or gestures.
- Displaying or sharing offensive materials, including written, electronic, or visual content.
- Unwanted sexual advances, requests for sexual favors, or any other unwelcome sexual conduct.
- Bullying, cyberbullying, or other forms of abusive behavior.

**5. Reporting and Complaint Procedure:** Employees who believe they have been subjected to or witnessed discrimination or harassment are encouraged to report the incident immediately. Reports can be made to a supervisor, manager, HR department, and can be made anonymously. Upon receiving a report, Copper State will conduct a prompt and confidential investigation to determine the validity of the complaint. Appropriate action, which may include disciplinary measures, will be taken based on the findings of the investigation.

**6. Protection Against Retaliation:** Copper State prohibits retaliation against any individual who reports unfair discrimination or harassment, participates in an investigation, or supports a complainant. Retaliation is a serious violation of this policy and will be subject to disciplinary action.

**7. Consequences for Violations:** Violations of this policy may result in disciplinary actions, up to and including termination of employment or business relationship, as well as legal consequences per applicable laws.

**8. Training and Awareness:** Copper State is committed to educating its employees about this policy through regular mandatory training and awareness programs to promote a culture of respect and inclusion.

**9. Review and Revision:** This policy will be reviewed and updated periodically to ensure its effectiveness and compliance with changing laws and regulations.

**10. Conclusion:** Copper State is dedicated to maintaining a workplace free from discrimination and harassment, fostering a culture of inclusion, respect, and equal opportunity for all.