

NO HARASSMENT POLICY

Fitzgerald Automotive Family is an equal opportunity employer and does not and will not tolerate discrimination or harassment on the basis of race, color, sex, religion, national origin, citizenship, age, marital status or physical or mental condition resulting in disability. Harassment on the basis of such personal characteristics is unlawful discrimination. Harassment can include, but is not limited to, verbal conduct such as slurs, jokes, remarks or innuendoes, physical conduct and the creation of a hostile working environment by behavior which disparages the race, sex, age, religion or other characteristics of an individual.

Like other forms of unlawful discrimination, Fitzgerald Automotive Family does not tolerate sexual harassment in the work place or in a situation which is work-related. Sexual harassment by co-workers as well as by supervisors is prohibited by law. All supervisors and employees share the responsibility for fostering a work place in which employees treat each other with mutual respect.

Sexual harassment includes:

1. Uninvited or unwelcome sexual advances;
2. Requests for sexual favors, or other acts or words of a sexual nature, accompanied by a promise of a favorable job treatment or a suggestion that rejection of the sexual words or conduct would adversely affect the employee's terms and conditions of employment;
3. Any words or conduct of a sexual nature which has the purpose or effect of interfering with an employee's performance of his or her job duties or which creates an intimidating, hostile or offensive working environment.

Examples of behavior which are typically unwelcome and personally offensive to employees are:

1. Repeated sexual flirtations, advances or propositions;
2. Repeated remarks of a sexual nature, crude jokes, graphic or degrading comments about an employee's clothing or appearance, or the display of sexually suggestive pictures or objects;
3. Uninvited or non-consented touching, including patting, pinching, or repeated brushing against another's body.

Social encounters or relationships to which both parties consent and well-intended compliments are not sexual harassment. Employees are cautioned, however, that such conduct, particularly statements concerning an individual's physical appearance, may be subject to misinterpretation. All Fitzgerald Automotive Family members will treat customers and each other with the utmost respect and dignity at all times.

If you are the subject of conduct or harassment of any kind by an employee, customer, or vendor which you believe is offensive or degrading, tell the harasser that you find the conduct offensive, and if it does not stop at once, you should report it immediately to the Comptroller, Director of Operations or Office Manager of your company, or alternatively, to Rose Jernigan, Dorothy Fitzgerald, Garry Jenkins, Bill Cash, or Jack Fitzgerald of JJF Management at (301-881-4000). If you witness conduct by another which you believe may constitute harassment, you should discuss the situation with one of the before mentioned people.

Any employee who reports an incident of possible harassment or discrimination is assured that there will be no retaliation for making such a report, that management will investigate the allegations, and that, if it appears that this policy has been violated, the offender will be disciplined or other preventive measures will be taken. Every effort will be made to conduct the investigation in a manner which will protect the privacy of all concerned.

Engaging in such conduct will subject an employee to disciplinary action up to and including immediate discharge.

Do not assume that the company is aware of any incident of discrimination or harassment. All employees share the responsibility to bring complaints or concerns about discrimination or harassment to the company's attention so that efforts can be made to resolve the problem.

I acknowledge that I have read and understand the "No Harassment Policy."

Signed: _____

Dated: _____