



GEMINI TECH SERVICES, LLC
5019 E I-20, Frontage Rd
Willow Park, TX 76087

NO TOLERANCE SEXUAL HARRASSMENT POLICY

Our Commitment

Gemini Tech Services is committed to providing a safe environment for all its employees that is free from discrimination on any ground and from harassment at work including sexual harassment. Gemini Tech Services will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Definition of sexual harassment

Sexual harassment is a form of misconduct that undermines the integrity of the working relationship. Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. No person, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Gemini Tech Services strongly disapproves of and has a zero-tolerance policy for sexual harassment of any kind. All employees must avoid offensive or inappropriate sexual behavior in employment-related relationships and are responsible for ensuring that the employment-related relationships are free from sexual harassment at all times.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment and may be physical, verbal, and non-verbal. Examples of conduct or behavior which can constitute sexual harassment include, but are not limited to:

Physical conduct

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- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
- Physical violence, including sexual assault.
- The use of job-related threats or rewards to solicit sexual favors.

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories, and jokes.
- Sexual advances.
- Repeated and unwanted social invitations for dates or physical intimacy.
- Insults based on the sex of the worker.
- Condescending or paternalistic remarks.
- Sending sexually explicit messages (by phone or by email).

Non-verbal conduct

- Display of sexually explicit or suggestive material.
- Sexually suggestive gestures.
- Whistling.
- Leering.

Distinguishing Victims and Harassers

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. Gemini Tech Services recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Gemini Tech Services recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee. Anyone, including employees of Gemini Tech Services, employees of business partners, customers, stakeholders, or project site visitors who sexually harasses another will be identified and reprimanded in accordance with this policy (GTS employees) or in accordance with the offender's organization's policy. All sexual harassment is prohibited whether it takes place within GTS premises or outside, including at social events, business trips, training sessions or conferences sponsored by Gemini Tech Services.

Complaints procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. Gemini Tech Service recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser. If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment at project site locations. This person could be another supervisor, the corporate human resources department or owner of Gemini Tech Services. In the event an employee is not comfortable

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reporting to the ed staff members responsible for receiving complaints of sexual harassment, the employee should report to Corporate Human Resources.

When a designated person receives a complaint of sexual harassment, he/she will:

- Ensure that the victim understands the company’s procedures for dealing with the complaint.
- discuss and the next steps: confidential investigation by HR followed by a discussion with the victim regarding the outcome of the investigation and resolution of the matter.
- Keep a confidential record of all discussions.
- Report the matter to HR so that HR can begin an investigation.

Throughout the complaint’s procedure, a victim is entitled to be helped by a counsellor. Gemini Tech Services will assist in locating local counsellors with special training to enable them to assist victims of sexual harassment. Gemini Tech Services recognizes that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. Gemini Tech Services understands the need to support victims in making complaints.

The designated person who initially received the complaint will refer the matter the corporate Human Resource Department. The human resource department will refer the matter to Gemini Tech Services’ executives who will initiate an investigation.

Disciplinary measures

Any Gemini Tech Services’ employee who has been found to have sexually harassed another person under the terms of this policy will be disciplined with any of the following measures appropriate for the circumstances:

- verbal or written warning
- adverse performance evaluation
- transfer
- demotion
- suspension
- dismissal

The nature of the measures taken will depend on the gravity and extent of the harassment. Suitable deterrent measures may be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.