

NOTHING CONTAINED IN THIS POLICY OR IN ANY OTHER POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL," WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT HARVEST HOPE FOOD BANK RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE CEO OF HARVEST HOPE FOOD BANK.

COMPLAINT PROCEDURE AND INVESTIGATION

If you feel that this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, you should report the incident(s). Reports should be made to your supervisor or to a higher level in your "chain of command."

Complaints against your supervisor or those above you in the chain of command should be made to the HR department. You may also report harassment through the Whistle Blower hotline: 1-877-874-8416 or website: <http://harvesthope.silentwhistle.com>.

Supervisors who receive complaints of or become aware of harassment should coordinate with the HR department.

Every harassment allegation is investigated. Investigatory procedures may vary from case to case, depending upon the circumstances. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one, or merely a potential witness. Persons who are interviewed should not discuss the matter with co-workers, friends, or management. This does not mean, however, that employees may not complain to civil rights agencies. Harvest Hope Food Bank will keep the information it gathers as confidential as possible, consistent with state and Federal laws and the needs of the investigation.

CORRECTIVE ACTION

If management concludes that a complaint of harassment has merit, appropriate action will be taken. Employees are subject to disciplinary action up to and including discharge. Nonemployees may be reported to the appropriate law enforcement agency and/or barred from the premises.

Important: In order to avoid misunderstandings, complaints made under this policy must involve completion of a written report describing the incident, witnesses and what action you want taken. You should ask for a copy of the completed report.

These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The U.S. Supreme Court has said that as a general rule you may not sue Harvest Hope Food Bank for a violation of your rights unless you first give us notice and an opportunity to end the harassment. The reporting procedures we have adopted are intended to establish a clear record of what has been reported.