

Non-discrimination Policy

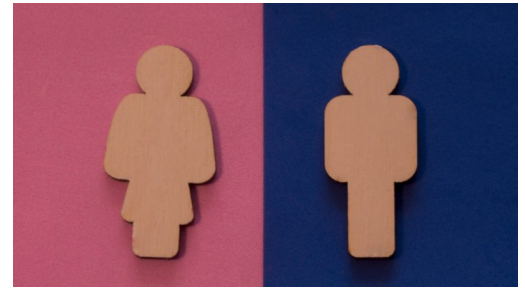
VOLUME is an "equal opportunity employer."

VOLUME will **not discriminate** for employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, gender, color, age, national origin, sex, sexual orientation, gender identity, disability, religion, political beliefs, union membership or marital status, disability.

Anti-Harassment Policy

VOLUME is committed in all areas to providing a work environment that is **free from harassment**. Harassment based upon an individual's sex, race, ethnicity, gender identity, sexual orientation, national origin, age, religion or any other legally protected characteristics will not be tolerated.

All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.



Sexual harassment is behavior of a sexual nature that is **unwelcome and offensive** to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

If an employee feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, **sexual orientation, gender identity**, or any other legally protected characteristic they should immediately report the matter to his or her supervisor.

Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

The procedure for **reporting incidents** of harassing behavior is not intended to impair, replace, or limit the right of any employee to seek a remedy under the current law by immediately reporting the matter to the appropriate authority

Any employee engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment.