



Policy No: HR107
Created: May 2026
Updated:

Anti-Harassment, Anti-Discrimination, & Anti-Retaliation Policy

Cutting Edge Renovation and Painting is committed to providing a work environment free from unlawful harassment, discrimination, and retaliation. The Company strictly prohibits unlawful discrimination, harassment, and retaliation in any form and expects all employees to treat one another with dignity, respect, and professionalism.

This policy applies to:

- All employees
- Supervisors and managers
- Applicants
- Customers
- Vendors
- Contractors
- Subcontractors
- Independent contractors
- Other third parties with whom the Company does business

This policy applies in all work-related settings, including:

- On Company premises
- At jobsites
- In customers' homes or businesses
- During work-related travel
- At Company-sponsored events
- While working remotely
- Through calls, text messages, emails, social media, and other work-related electronic communications

Equal Employment and Non-Discrimination

The Company prohibits unlawful discrimination in all aspects of employment, including:

- Recruitment
- Hiring
- Placement

- Job assignments
- Training
- Promotion
- Compensation
- Benefits
- Discipline
- Termination
- All other terms and conditions of employment

The Company does not discriminate on the basis of any characteristic protected by applicable federal, state, or local law, including but not limited to:

- Race
- Color
- Religion, including religious dress and grooming practices are protected by law
- Sex
- Pregnancy, childbirth, breastfeeding, and related medical conditions
- Sexual orientation
- Gender identity or gender expression
- National origin
- Citizenship status, where protected by law
- Age
- Disability
- Genetic information
- Military or uniformed service status
- Any other protected status under applicable law

Prohibited Harassment

Harassment based on any protected characteristic is strictly prohibited. Harassment may be verbal, visual, physical, written, or electronic. It includes conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment or unreasonably interfering with an individual's work performance.

Examples of prohibited harassment include:

- Offensive jokes, slurs, insults, or epithets
 - Mocking, ridiculing, or stereotyping another person
 - Threats, intimidation, or hostile conduct based on a protected characteristic
 - Display, sharing, or posting of offensive materials
 - Harassing texts, emails, photos, videos, or online content
 - Practical jokes or horseplay based on a protected characteristic
 - Offensive remarks about religion, culture, accent, appearance, age, disability, or other protected status
- 

Prohibited Sexual Harassment

Sexual harassment is a form of unlawful harassment and is strictly prohibited. Sexual harassment may occur regardless of the gender, sexual orientation, gender identity, or gender expression of the individuals involved.

Examples of prohibited sexual harassment include:

- Unwanted sexual advances or flirtation
- Requests for sexual favors
- Offering job benefits in exchange for sexual favors
- Threatening negative job action for refusing sexual advances
- Sexual comments, jokes, gestures, or propositions
- Leering or displaying sexually suggestive materials
- Sending sexually explicit or suggestive messages, images, or videos
- Physical conduct such as touching, kissing, groping, assault, blocking movement, or invading personal space
- Repeated intentional comments targeting a person's gender identity or gender expression
- Repeated intentional use of pronouns inconsistent with an individual's gender identity
- Degrading comments about appearance, body, voice, or gender presentation

Prohibited Retaliation

The Company strictly prohibits retaliation against any employee who, in good faith:

- Reports harassment, discrimination, retaliation, or other workplace misconduct
- Makes an internal complaint
- Participates in or cooperates with an investigation
- Files a complaint with a government agency
- Provides information in connection with an inquiry or investigation
- Requests a reasonable accommodation
- Assists another employee in reporting or participating in an investigation

Retaliation includes any adverse action, intimidation, threat, or other negative treatment taken because an employee engaged in protected activity.

Reporting Procedure

Any employee who believes they have experienced, witnessed, or become aware of harassment, discrimination, or retaliation must report the concern as soon as possible.

Employees may report concerns to:

- Their supervisor
 - HR
 - Management
 - Another member of management if they are uncomfortable reporting to their direct supervisor
- 

If the complaint involves the employee's supervisor, the employee should report the concern directly to HR or another member of management.

Supervisors and managers who receive a complaint, observe possible misconduct, or otherwise become aware of potential harassment, discrimination, or retaliation must promptly report the matter to HR or management.

Investigation

The Company takes all complaints seriously and will review them as promptly as possible. Complaints will be investigated by an impartial and qualified person when appropriate under the circumstances.

Employees are expected to cooperate fully and honestly in any investigation.

The Company will maintain confidentiality to the fullest extent practical, consistent with the need to conduct a fair and thorough investigation and take appropriate corrective action.

Corrective Action

Any employee who violates this policy will be subject to corrective action, up to and including termination of employment.

Any supervisor, manager, or employee who ignores, condones, fails to report, or otherwise allows conduct that may violate this policy may also be subject to corrective action, up to and including termination.

The Company may also take appropriate action if misconduct involves customers, vendors, contractors, subcontractors, or other third parties.

Good-Faith Reporting

The Company encourages employees to raise concerns in good faith. Employees do not need to prove that misconduct occurred in order to make a good-faith report. However, knowingly making a false complaint or intentionally providing false information during an investigation may result in corrective action.

Questions

Questions regarding this policy should be directed to **HR or management**.

