

# PartnerJD

LEGAL SEARCH CONSULTANTS

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## **Anti-Harassment Policy of PartnerJD, LLC**

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### **I. Introduction**

It is the goal of PartnerJD to promote a workplace that is free of harassment. Harassment of employees or Independent Contractors occurring in the workplace or in other settings in which employees/contractors may find themselves in connection with their relationship with PartnerJD is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has reported an incidence of harassment or retaliation against individuals for cooperating with an investigation of a reported harassment incidence is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with if encountered by employees or Independent Contractors.

Because PartnerJD takes allegations of harassment seriously, we will respond promptly to reports of harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

It is the policy of PartnerJD to promote a professional and productive work environment where all employees are treated with dignity, courtesy and respect. The company will not tolerate actions, words, jokes or comments based on an individual's race, color, religion, sex, age, physical stature, national origin, disability, veteran status or any other basis prohibited by statute. In keeping with this commitment, we will not allow our employees to be harassed by anyone, including any manager, supervisor, co-worker, vendor or client of PartnerJD.

### **Definition of Sexual Harassment**

The legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

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(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

All employees and Independent Contractors should take special note that, as stated above, retaliation against an individual who has reported an incidence of sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment allegation is unlawful and will not be tolerated by this organization.

### **Reports of Harassment**

If any of our employees or Independent Contractors believes that he or she has been subjected to harassment, sexual or otherwise, the employee or Independent Contractor has the right to report the incident with our organization. This must be filed in writing.

If you would like to report an incidence of harassment, you may do so by contacting Jamie Shield (804-955-1503, [jshield@partnerjd.com](mailto:jshield@partnerjd.com)) or Rob Hunter (804-955-1502, [rhunter@partnerjd.com](mailto:rhunter@partnerjd.com)). PartnerJD management is available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

### **Harassment Investigation**

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person reporting the incidence of harassment and with witnesses. We will also interview the person alleged to have committed harassment.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

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**Disciplinary Action**

If it is determined that inappropriate conduct has been committed by one of our employees or Independent Contractors, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or contract in the case of Independent Contractors, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

**Anti-Harassment Policy Acknowledgement**

**I agree to the following:**

- 1. I acknowledge that I have received and read and understand the PartnerJD Non–Harassment Policy.**
- 2. I understand that I must comply with the Non–Harassment Policy as part of my employment/contract.**
- 3. I agree to promptly notify Human Resources if any employee notifies me of harassment in the workplace.**
- 4. I understand that I must participate in any harassment investigation in which I have knowledge.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**