



ANTI-HARASSMENT, ANTI-DISCRIMINATION, AND NON-RETIALIATION POLICY AND COMPLAINT PROCEDURE

Blossom does not tolerate discrimination or harassment towards applicants, employees, customers, or vendors. Any form of discrimination or harassment based on an individual's race, color, religion, national origin, sex, sexual orientation, pregnancy, age, disability, citizenship status, service member status, or any other category protected by federal, state, or local law is a violation of this policy and will be treated as a disciplinary matter.

If the employee has any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, the employee should discuss the questions with their employment supervisor. Some examples of "harassment" prohibited by this policy include:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's protected status.
- Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, text messages, faxes, and copies, pertaining to an individual's protected status.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy. Blossom also does not tolerate harassment or discrimination of our employees in connection with their work by non-employees.

If the employee believes that a violation of this policy has occurred, the employee should immediately (within 24 hours if possible) file a complaint, preferably in writing. The complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, e-mails, etc.). The employee should bring their complaint to their employment supervisor, or if the employee is not comfortable bringing their complaint to their employment supervisor, then to the Human Resources Director. Any employment supervisor who receives a complaint must report it immediately to the Human Resources Director. The employee should report any actions that they believe may possibly violate our policy, even if they are not certain there has been a violation. We want all employees to be able to work in an environment free from discrimination and/or harassment; however, we cannot resolve a policy violation unless we know about it. We therefore rely on the employee to report possible policy violations so that we can take appropriate actions to address their concerns.

Blossom will investigate any report of discrimination or harassment and take prompt and appropriate remedial action. Blossom will protect the confidentiality of employees reporting suspected violations of this policy to the extent possible consistent with our investigation.

Blossom also absolutely prohibits retaliation, which is defined as threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy. Employees will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that the employee believes might violate this policy.

Blossom takes this policy against discrimination, harassment, and retaliation very seriously. Persons who violate this policy may be subject to discipline, up to and including immediate termination of employment.