

## *Anti-Harassment Policy*

It is the policy of RCM that all employment relationships shall be conducted in an environment that is not intimidating, hostile or offensive. Harassment based upon an individual's age, race, creed, color, religion, national origin, sex, sexual orientation, disability, veteran status, marital status or any other basis prohibited by applicable local, state or federal law will not be tolerated at RCM. Harassment includes, but is not limited to:

1. Verbal Harassment
2. Physical Harassment
3. Visual Forms of Harassment
4. Sexual Harassment

All employees, including those in non-supervisory positions, are prohibited from engaging in harassment. The Company will take disciplinary action – up to and including discharge – against any employee who engages in such behavior.

RCM takes allegations of harassment very seriously. Any employee who believes he or she has been subjected to harassment by a supervisor, management official, fellow employee, customer, client, vendor or any other person in connection with their employment at RCM should immediately bring the matter to the attention of their supervisor or manager. If they are uncomfortable in discussing the matter with their supervisory or manager, the employee should contact the Human Resources Department.

**Any member of Management who receives a complaint concerning harassment of any type or who has other reason to believe that harassment may be occurring must immediately report it to the Human Resources Department. All such matters will be treated confidentially and with the utmost discretion.**

All complaints of harassment will be investigated discreetly and promptly; where necessary, corrective action, up to and including immediate discharge, will be taken. No employee will be punished or suffer any adverse employment action as a result of bringing any harassment complaint to RCM's attention. All complaints will be held in the strictest confidence; they will be investigated fully, and those involved will be treated with respect.

Each member of management is responsible for creating an atmosphere free of discrimination and harassment. Further, employees are responsible for respecting the rights of their coworkers.