

Policy against Harassment and Discrimination

It is the policy of Cascade Wood Products, Inc., to preserve the integrity of work relationships so that all employees are able to work in a setting free from all forms of harassment and discrimination. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation and other terms and conditions of employment.

(a) Harassment Defined

While working or on the work premises, harassing other people (fellow employee's or guests) will not be tolerated. Off-the-job harassment (including through personal mobile devices or social media accounts) is also prohibited if it affects an employee's work environment.

Harassment is verbal, non-verbal, physical or any other conduct that is offensive or shows hostility toward an individual's race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, veteran status, physical or mental disability, genetic information, family medical history, gender identity or any other characteristic protected by state or federal law, regulation or ordinance and that: (1) has the purpose or effect of creating an intimidating, hostile, threatening, violent, abusive or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise affects an individual's employment opportunities. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Some examples of prohibited conduct include foul language, jokes, slurs, derogatory comments, negative stereotyping, threatening or intimidating acts, or accessing, obtaining, posting or circulating offensive written or visual material, including electronic communications. Additional examples of harassment include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. These examples are for purposes of illustration and are not meant to a complete list of all objectionable behavior.

Sexual assault is any unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

(b) Employees are Expected to Report Harassment and/or Discrimination

If an employee feels that someone's conduct is harassing or improperly offensive, the employee should promptly and firmly tell the offender that the behavior is unwelcome. Although not required, doing so places the offender on notice that someone considers his/her conduct inappropriate.

Any employee who believes he/she has been subjected to harassment or offensive conduct or any employee who witnesses a violation of this policy will immediately report the matter, either verbally or in writing, to his/her supervisor. If you are not comfortable discussing the matter with your supervisor or you believe it would be inappropriate or ineffective to contact your supervisor about the situation, you should immediately report the incident to the Human Resource Manager or to the Corp. Chief Financial Officer or Corp. Human Resource at 541-826-2911 or any other management employee. Cascade Wood Products, Inc. requests that the employee's complaint include the details of the incident or incidents, the names of the individuals involved, and the names of any witnesses. Supervisors/Managers will refer all harassment complaints to the Human Resource Manager or the appropriate level of management. It is the employee's responsibility to report the violation immediately and not to wait until conditions become intolerable or unacceptable. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

(c) All Reports of Harassment Will Be Investigated

Cascade Wood Products, Inc. will immediately investigate all reports of harassment and take prompt corrective action to rectify any harassment of discrimination found to have taken place. Appropriate action will also be taken to deter any future inappropriate conduct. In determining the appropriate corrective action, the company will consider all of the circumstances, including the nature of the harassment and the context in which events occurred. Appropriate corrective action may include discipline of the offender, up to and including discharge for the first offense. The company may also subject managers and supervisors who fail to report known harassment- or fail to take prompt, appropriate corrective action – to disciplinary action, up to and including discharge.

(d) Retaliation Will Not Be Tolerated

Our policy prohibits retaliation against anyone who reports harassment or is a witness in a harassment investigation. Therefore, individuals who follow our reporting expectation, who lodge a good faith complaint, and/or who participate truthfully in a company investigation will not be retaliated against for reporting harassment or participating in the investigation. Anyone who is found to have retaliated against an individual for making a complaint of harassment or for participating in an investigation of a harassment complaint will be subject to discipline, up to and including discharge.

(e) Confidentiality

While the company cannot promise complete confidentiality due to the need to investigate, information about any complaint will be treated as confidentially as possible, consistent with a proper and thorough investigation and responsive action. Generally, this means confidential information will be shared only on a need-to-know basis. The employee who reported the harassment will also be informed to the extent possible that action has been taken to resolve the situation.

(f) Non disclosure or Nondisparagement Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

(g) Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement [if applicable], the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited ORS 659.A.030, 659A.085, or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.