

**Our Code of Conduct:**

Inspiring  
Purpose in  
All We Do

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# A Message from Firstname Lastname

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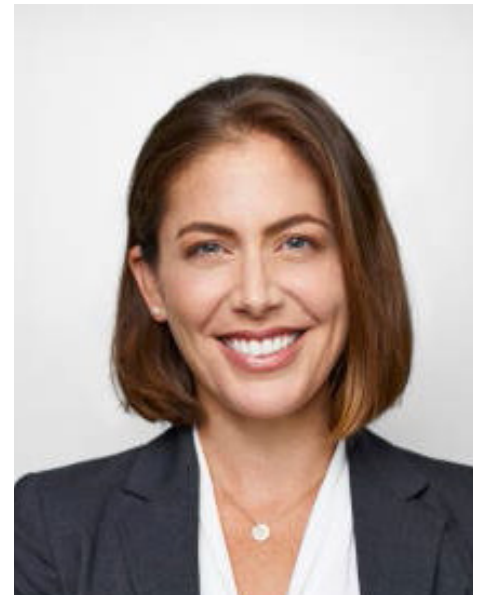
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**Firstname Lastname**

*CEO, Company*



A photograph of a middle-aged Black man with a grey beard and glasses, wearing a blue and red plaid shirt. He is gesturing with his hands as if speaking or presenting. The background shows a whiteboard with some diagrams and a window with a wooden frame. The image is overlaid with a dark blue gradient at the bottom.

# Our People

We cultivate a strong culture of fairness and respect through our shared ethical values

# We Foster a Respectful Workplace

We believe everyone is entitled to be treated with dignity and respect. We strive to create a supportive environment free from harassment.

## Why It Matters

Being respectful in our interactions with colleagues and others is fundamental to the kind of organization and business we want. We are proactive in recognizing and preventing harassment because doing so strengthens our connections and builds a safe, productive work environment.

## How We Live Our Values

To live our values, we:

- Always treat one another with dignity and respect.
- Avoid saying or doing anything that others may find offensive, degrading or threatening.
- Listen to the points of view of others with courtesy and respect.
- Look out for each other if we witness harassing or offensive conduct by speaking up.
- Report any suspected harassment to a manager, Human Resources, or the Hotline.

**Q: When I walked down the hall today, I overheard a manager yelling at my colleague. The colleague didn't say anything and when I asked him about it later he said he was fine. I heard the manager make a racial slur during the exchange. Is there anything I should do?**

**A:** *Yes, please reach out to Human Resources, the Hotline, or your manager (assuming it's not the same manager you are describing). This behavior is not acceptable and violates our Code as we believe everyone is entitled to be treated with dignity and respect in a supportive environment.*

## Understanding Harassment and Discrimination

- It can be **what we say or write** (to one another in person or on social media), including racial, ethnic, or gender-based slurs, jokes, or stereotypes or using threatening, loud, or abusive language
- It can be **what we do**, such as unwelcome touching, making sexual advances, or blocking someone's path
- It can be **what we display**, such as placing pornographic or sexually suggestive materials in an office cubicle or potentially offensive slogans, posters, or bumper stickers on Company property

**When it comes to harassment, the question isn't what we mean or intend by our words or actions, but how others might perceive them.**

### Resources

[Respectful Workplace Policy](#)

[Training Module: Respect in the Workplace](#)

[Human Resources Portal](#)





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