



**No Damage Beyond
Our Control**

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**You Can Stake Your
Claims on Us**

U.S. CAT ADJUSTERS, LLC

INAPPROPRIATE BEHAVIOR POLICY

U.S. Cat Adjusters, LLC (US CAT) expects employees and independent contractors to conduct themselves in an ethical and professional manner at all times.

Inappropriate behavior in any form is unacceptable and strictly against company policy. Any infraction will result in severe disciplinary action up to and including termination. Inappropriate behavior includes but is not limited to epithets or slurs, negative stereo typing, threats, intimidation or hostile acts, inappropriate gestures or looks, creating a hostile work environment, demeaning or hostile jokes or pranks, jokes of a sexual nature; insulting or hostile written or graphic material posted or circulated in the workplace; unwelcome sexual advances in verbal, non-verbal, or physical form; persistence in seeking a relationship with a co-worker; domestic violence, excessive use of alcohol or drug abuse. Actions are considered inappropriate if they interfere with an employee's performance on the job or create a hostile or offensive work environment. Any such acts committed by employer, independent contractor, employee, customer or vendor should be reported immediately.

If an independent contractor or employee believes that he/she has been the victim of inappropriate behavior, or is aware of an employee or independent contractor who has been victimized, a report should be made to management. Those Senior Management personnel can be reached as follows:

Teresa Heller: 941-773-4954

Carl Lott: 939-348-4196

Any and all complaints are taken seriously by company management and will be investigated thoroughly and immediately. A member of management will question all employees who may have knowledge of the incident in question or similar problems. Both the complaint and the investigation will be thoroughly documented. Confidentiality will be maintained to the extent possible. Only those who need to know about the complaint will be advised of its existence. No employee will be subject to any form of retaliation or discipline for pursuing an inappropriate behavior complaint.

I have read and understand this policy:

Print Name: _____

Signature: _____ Date: _____