



Equal Opportunity Employer Statement

Westways Staffing Services, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

For more information about the fair employment laws and enforcement in California, refer to www.dfeh.ca.gov.



Non-Harassment Policy

Westways Staffing Services, Inc. is committed in all areas to providing a comfortable work environment that is free from unlawful harassment. Harassment that is found to be based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics is unlawful and will not be tolerated. All employees, including Supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment as a result of bringing complaints of unlawful harassment.

Harassment is unwelcome conduct that is based on race, color, religion, sex, national origin, age, disability or genetic information. Harassment becomes unlawful where any of the following occur; enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Offensive conduct (including sexual harassment and workplace violence) may include, but is not limited to:

- Offensive jokes, slurs, epithets or name calling;
- Bullying, including intimidation, ridicule or mockery, insults or put-downs;
- Physical assaults or threats,
- Offensive objects or pictures, including sexually based objects or pictures;
- Undermining of employees work, or Interference with work performance, including sabotage of opportunity for promotion or advancement.

Harassment can occur in a variety of circumstances, including, but not limited to the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a coworker
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.

Westways Staffing Services, Inc. has grievance and investigation procedures to deal with unlawful harassment. Reports of harassment of any sort will be treated seriously and investigated promptly, confidentially, and impartially. Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation. We encourage all employees to report harassment using the following protocol: First contact your immediate supervisor. Provide your complaint in writing. If the harasser is your immediate supervisor, or if you are dissatisfied with action taken, you should immediately contact the company's human resources department representative (Brenda Lutke) at (714) 712-4150. If you are still not satisfied, you should contact Leslie Sterling, General Manager or Harold Sterling, President at (714) 712-4150. Do not assume that the company is aware of your complaint.

You should also be aware that the Federal Equal Employment Opportunity Commission (EEOC) and California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of prohibited harassment in employment. The EEOC may be contacted by consulting the government agency listings in your local phone book. The DFEH staff is available to talk with you by telephone or in-person away from the work location. All information will be handled in an appropriate manner. The nearest office is listed in the telephone book. For more information about the fair employment laws and enforcement in California, refer to www.dfeh.ca.gov.



Non-Discrimination Policy

Westways Staffing Services, Inc. policy prohibits conduct that constitutes unlawful discrimination and/or retaliation by supervisors, managers and co-workers, as well as by third-parties such as vendors or customers. This prohibition includes discrimination based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender, gender identity, gender expression, national origin or ancestry (including language use restrictions), physical and/or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and/or veteran status, or any other basis protected by federal, state or local law or ordinance or regulation.

This policy also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or who is associated with a person who has or is perceived as having any of those characteristics. We strive and expect all employees to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. This policy also prohibits coworkers, third parties, supervisors and managers with whom employees come into contact from engaging in conduct prohibited under law and FEHA regulations.

Westways Staffing Services will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability.

Any reported violations of equal employment opportunity laws or this policy are investigated. Supervisors or employees found to have engaged in discriminatory conduct or harassment are subject to immediate disciplinary action, including possible termination of employment.

Westways Staffing Services, Inc. has grievance and investigation procedures to deal with unlawful discrimination. Reports of discrimination of any sort will be treated seriously and investigated promptly, confidentially, and impartially.

If you feel discriminated against, you should immediately contact the company's human resources manager (Brenda Lutke) at (714) 712-4150. If you are still not satisfied, you should contact the General Manager or the President of Westways Staffing Services at (714) 712-4150. Do not assume that the company is aware of your complaint.

You should also be aware that the Federal Equal Employment Opportunity Commission (EEOC) and California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of discrimination. The EEOC may be contacted by consulting the government agency listings in your local phone book. The DFEH staff is available to talk with you by telephone or in-persona away from the work location. All information will be handled in an appropriate manner. The nearest office is listed in the telephone book. For more information about the fair employment laws and enforcement in California, refer to www.dfeh.ca.gov.