

WORKPLACE HARASSMENT, DIVERSITY APPRECIATION, and WORKPLACE SAFETY



ROYAL
CREDIT
UNION

Purpose: To stress Royal Credit Union's commitment to providing a safe workplace free of unlawful harassment and violence. To identify the complaint procedure for those who feel they have been the target of such acts.

To be successful, it is essential that Royal provides a workplace free of attacks, animosities, and un-accepting attitudes based on race, color, national origin, sex, sexual orientation, gender identity, religion, age, status as a protected veteran or individual with disability, or any other protected group status or non-job related characteristic as directed by law of a team member, Member, or vendor. Royal will take strong measures against its team members, Members, or vendors for any form of harassment or other behaviors that contradict this position.

Sexual harassment is defined as "the creation of an intimidating, hostile, humiliating, or offensive working environment." This may include, but is not limited to, such actions as persistent comments on a worker's sexual preferences, the display of obscene or sexually oriented photographs or drawings, or verbal and/or physical conduct of a sexual nature.

Team members and volunteers (including supervisors, managers, officers, board members, and committee members) who feel they are victims of harassment prohibited by this policy must report the incident(s) to their supervisor immediately. If the supervisor is the source of the harassment, the incident must be reported by the team member to the Organizational Talent Services Manager. If an individual from the Management Team (including the CEO), the Board of Directors, or any committee established by the Board of Directors is the source of the harassment, the team member must report the incident to the EVP-Organizational Agility. Any supervisor or manager who receives a complaint or concern relating to sexual harassment must immediately report the full details of the situation to an Organizational Talent Advisor. The Organizational Talent Advisor will then conduct a full investigation to determine any necessary corrective action.

No team member will be subject to any form of retaliation or discipline for reporting conduct which they believe constitutes a violation of this policy.

Any team member who hears a concern from another individual of being harassed must immediately report the concern to their supervisor.

All team members, including supervisors, managers, officers, board members, and committee members will be subject to disciplinary measures proportional to the seriousness of the offense for any act committed against another team member, Member, or vendor that violates this policy and its intent. If the harassment was minor, with no prior history of similar misconduct, the offender will be reprimanded. The Organizational Talent Services department will make the determination of who should conduct the reprimand. On the other hand, if the harassment was severe or persistent, then the relationship with Royal may be discontinued or Royal may take appropriate legal action to prevent the Member or vendor from any further offenses.

If any concern of a violation of this policy is expressed only through a written document, the document must be attributable to a specific individual (usually through a signature) so that an appropriate investigation may be conducted.



TEAM MEMBER RECOMMENDATION PROGRAM



Purpose: To explain our system of rewarding current team members who recommend talented individuals for employment with Royal Credit Union.

Team Member Recommendations

Current team members are encouraged to recommend a prospective team member to Royal. In order to do this, the team member must fully complete a Recommendation Form before the candidate interviews in person, then send it electronically to Recruiting with specific examples of skills, values, and personal characteristics that they have observed of this candidate that make her/him a good Royal team member.

Current team members may be eligible to receive up to \$250 Recommendation Bonus on the first payroll after the new team member's completed 30 days of employment.

Only one recommendation bonus can be paid for any one new team member. If two current team members recommend the same candidate, the first one received by an Organizational Talent Advisor in email format will qualify for the payments. Team members may recommend as many candidates as they like, keeping in mind the qualifications needed for the position opening based on the job description and the culture fit the candidate has with the organization. If the candidate is not selected, Talent Services will keep the form on file for the calendar year.

Exceptions to the Recommendation Bonuses

Recommendation bonuses will not be paid if the applicant has previously worked for Royal or a current team member. Organizational Talent Advisors are not eligible to receive this bonus. A hiring supervisor is not eligible to receive a bonus for a position reporting to him/her or to any supervisors who report to him/her.

