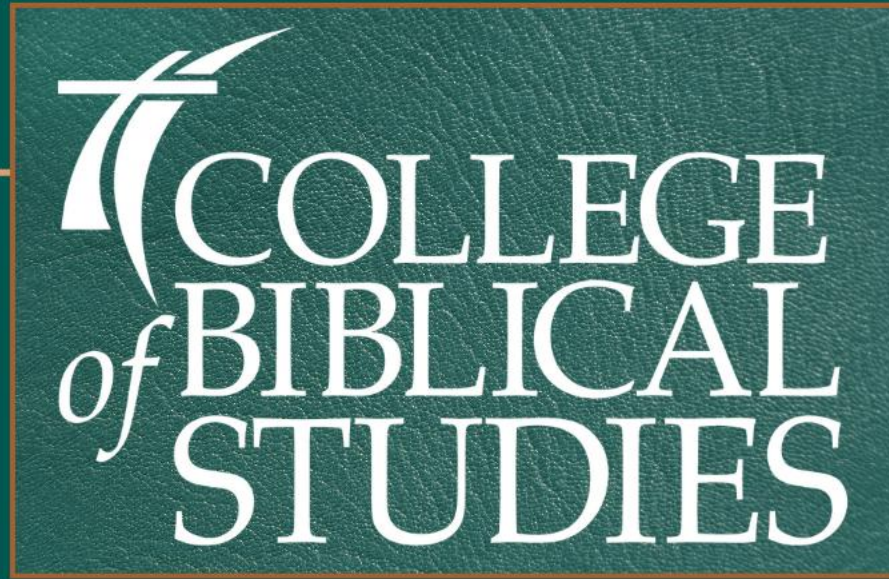




Anti-Harassment and Discrimination

Table of Contents

- Anti-Harassment and Discrimination
- Compliant Procedure
- Confidentiality
- Investigative Procedure
- Duties of Employees and Supervisors

Anti-Harassment and Discrimination



CBS maintains a working environment which encourages mutual respect, promotes respectful and congenial relationships between employees and is free from all forms of harassment of any employee or applicant for employment by anyone, including supervisors, co-workers, vendors, contractors.

Harassment, even when not unlawful or directed at a protected category, is expressly prohibited and will not be tolerated by CBS. Accordingly, CBS management is committed to vigorously addressing complaints of harassment, including but not limited to sexual harassment and discrimination at all levels within CBS.

Anti-Harassment and Discrimination



Reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Following an investigation, CBS will promptly take any necessary and appropriate disciplinary action.

CBS and Insperity will not permit or condone any acts of retaliation against anyone who files harassment or discrimination complaints or cooperates in the investigation of same.

The term “harassment” includes harassment based on any category protected by federal, state or local law, which may include depending on jurisdiction, but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual’s race, religion, sex, age, national origin, or disability, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information.

Anti-Harassment and Discrimination



1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on an employee's submission to or rejection of such conduct; or,
 - c. Such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
2. The term "harassment" may also include conduct of employees, supervisors, vendors and/or customers who engage in verbally or physically harassing behavior which has the potential for humiliating or embarrassing an employee of CBS

Complaint Procedure



CBS and Insperity provides its employees with a convenient and reliable method for reporting incidents of harassment, including sexual harassment and discrimination. Any employee who feels that they have been or are being harassed, or discriminated against, is encouraged to immediately inform the alleged harasser that the behavior is unwelcome. In most instances, the person is unaware that their conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not reoccur.

If the informal discussion with the alleged harasser is unsuccessful in remedying the problem or if such an approach is not possible, the employee should immediately report the complained-of conduct to their immediate supervisor, manager, or to CBS Human Resources and the Insperity Anti-Harassment hotline number at 844-677-3030.

Complaint Procedure



Management cannot resolve a harassment or discrimination problem unless we know about it. It is the employee's responsibility to bring those kinds of problems to our attention so that we can take the necessary steps to correct the problem. The report should include all facts available to the employee regarding the alleged harassment, sexual harassment or discrimination.

When the employee calls Insperity Anti-Harassment Hotline, they should leave their names, Insperity employee identification numbers or the last four (4) digits of their social security number and the name of the Client for which they work (The College of Biblical Studies). If employees wish to make an anonymous complaint, they may do so, but the scope of our investigation may be limited based on the information provided.

Confidentiality



All reports of alleged harassment, sexual harassment or discrimination will be treated seriously. It will be kept confidential and will be shared only with those who have a need to know about it. Depending on the circumstances, that could include the alleged harasser. However, absolute confidentiality is not promised, nor can it be assured.

Investigative Procedure



1. Once a complaint of alleged harassment, sexual harassment or discrimination is received, CBS will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.
2. Following an investigation, CBS will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goal of this policy, even when the actions may be lawful. In fact, CBS may address any workplace issue discovered during an investigation. This may include some or all of the following steps:
 - a. Restore any lost terms, conditions or benefits of employment to the complaining employee.
 - b. Discipline the alleged harasser. This discipline can include written disciplinary warnings, transfer, demotion, suspension, and termination of employment

Investigative Procedure



If the alleged harassment or sexual harassment is from a customer or other third party, CBS will take appropriate action to stop the conduct.

If the employee has made a complaint but feel that the action taken in response has not remedied the situation, he/she should make a complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors



All employees of CBS, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment and discrimination is maintained.

Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. CBS strives to maintain a lawful, pleasant work environment where all employees can effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment or discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e. supervisor, manager) should act promptly to notify Human Resources of the complaint so that an investigation may be conducted. If a supervisor or manager fails to follow this policy, he or she will be disciplined up to and including termination.