



**8610 N. New Braunfels, Suite 705
San Antonio, TX 78217
Ph: (210) 829-1239
Fax: (210) 829-5513**

SEXUAL HARASSMENT POLICY

TRUE has “**Zero Tolerance**” regarding sexual harassment. All employees should enjoy a work environment free from all forms of discrimination, including sexual harassment. No employee, male or female, will be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

It is illegal and against the policies of TRUE for any employee, male or female, to sexually harass another employee. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of such advances or requests is a condition of an employee's continued employment/service.
2. Submission to or rejection of such conduct is the basis for employment affecting the employee.
3. Such conduct creates an intimidating, hostile, or offensive working environment, which unreasonably interferes with an employee's work performance.

TRUE will take disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely impact the employee's employment, assigned duties, wages, or any condition of employment or career development. An employee will also be disciplined if he or she knows of harassment and does not immediately report the harassment to their supervisor. This discipline can include termination of employment.

TRUE recognizes that the question of whether a particular action or incident is a purely personal, social interaction without discriminatory employment effect requires a factual determination based on an understanding of all the events. Therefore, TRUE will act positively to investigate all alleged sexual harassment claims and to effectively remedy them when the allegation is determined to be valid.

At the same time, given the nature of the type of discrimination, TRUE recognizes that false accusation of sexual harassment can have serious negative effects on innocent - men and women. Therefore, false accusations can result in disciplinary action, which may include termination.

Employees who consider themselves victims of sexual harassment will report the matter at once to their on-off-site supervisor who immediately reports to the Chief Executive Officer. Should the on off-site supervisor or Chief Executive Officer be viewed as the source of the sexual harassment, the matter will be reported to the Personnel Chairman of Board of Directors.

Employees will sign a document stating they have read the sexual harassment policy and understand that TRUE has a “zero tolerance” policy against sexual harassment.

TRUE

RESEARCH FOUNDATION

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SEXUAL HARASSMENT ACKNOWLEDGEMENT

I have read the Sexual Harassment Policy and understand that TRUE has a **“ZERO Tolerance”** policy against sexual harassment

Employee Printed Name

Date

Employee’s Signature

Supervisor Printed Name

Date

Supervisor’s Signature

CEO Signature

Date