

	PERSONNEL POLICIES AND PROCEDURES	
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I. PURPOSE

It is the policy and practice of Perdue to maintain and foster a work environment in which all associates are treated with decency and respect. This policy sets forth our expectations for behavior that is aligned with the Company’s values and supportive of positive working relationships. This is a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including sexual harassment. Zero-tolerance means that the Company does not allow any act or conduct that creates the potential for unlawful discrimination or harassment of any kind, and any associate who engages in prohibited conduct will be subject to discipline, up to and including immediate discharge from employment for a first offense.

II. POLICY

This policy applies to associates at all levels within the Company and anyone doing business with the Company, including applicants, customers, contingent workers, suppliers, and vendors.

Definitions

“Associate” means a person employed by Perdue.

“Perdue” (or the “Company” or “we” or “our”) means Perdue, including its subsidiaries and various lines of business.

“You” means Associates and others covered by this policy.

“Applicant” means anyone who submits an expression of interest in employment for a specific job opening to Perdue.

“Contingent Worker” means a worker hired through a third party for a limited period to perform services for Perdue.

This policy prohibits conduct that violates the letter or spirit of anti-harassment laws or conduct not aligned with the Company’s values, policies, or behavioral expectations. This includes conduct in any work-related setting, whether on Company premises, during working time, or while participating in activities outside the workplace such as business-related social events and travel.

Conduct prohibited by this policy includes, but is not limited to, unwelcome conduct, whether verbal, physical, or visual, that is based upon race, religion (including religious dress and religious grooming), color, age (40 and over), genetic information, disability (mental and physical), national origin (including

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language use restrictions), sex (gender, gender identity, gender expression), sexual orientation, marital status, familial status, parental status, domestic partner status, citizenship status, pregnancy (including perceived pregnancy, childbirth, lactation, or pregnancy-related conditions), military caregiver status, military status, veteran status, or any other status protected by federal, state, or local law. Perdue will not tolerate such harassing conduct that affects tangible job benefits, interferes with work performance, or creates a hostile, intimidating, or offensive work environment.

III. SEXUAL HARASSMENT

A. Although this policy governs all forms of harassment, because confusion often arises concerning the meaning of sexual harassment in particular, it deserves special mention. Federal law defines sexual harassment as unwanted sexual advances, request for sexual favors or visual, verbal or physical conduct of a sexual nature when:

1. Submission to, or tolerance of, such behavior is made a term or condition of employment; or
2. Submission to, tolerance of, or rejection of such behavior is used as a basis for an employment decision; or
3. Such behavior interferes with an associate's ability to perform his or her work or creates an intimidating, hostile, or offensive working environment.

Sexual harassment may be a single incident or a series of harassing acts. Inappropriate conduct that is sexually harassing in nature can involve individuals of the same or opposite sex, a supervisor and subordinate, co-workers, an employee, or a non-employee such as a customer, contractor, vendor, or supplier.

B. Sexual harassment may result from a range of subtle to not -so-subtle conduct, depending upon the circumstances. It can result from verbal, visual, or physical conduct. Examples of sexual harassment and similar inappropriate conduct prohibited by this policy, include but are not limited to:

1. Offensive and unwelcome sexual invitations or advances or requests for sexual acts or favors;
2. Conditioning employment benefits or continued employment in exchange for sexual favors;

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3. Making or threatening reprisals, whether explicitly or implicitly, after a negative response to sexual advances;
4. Offensive visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or pictures, symbols, cartoons, emojis, stickers, GIFs, or posters;
5. Offensive suggestive or sexually explicit communications, in any form, including but not limited to letters, notes, invitations, e-mail, text messages, blogs, instant messaging, voicemail, or other sexually explicit or offensive images in e-mails or other forms of electronic messaging;
6. Sexually oriented verbal conduct including teasing, making or using derogatory comments, slurs, sexually explicit jokes, comments about an individual's body or dress;
7. Graphic or degrading comments about an individual's sexual activities;
8. .Physical conduct including, but not limited to, touching of another's body, assault, impeding or blocking another's movements, and touching or display of one's own body, or any similar conduct.

The legal definition of sexual harassment is broad and, in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

IV. OTHER FORMS OF DISCRIMINATION AND HARASSMENT

The following is a non-exhaustive list of additional behaviors based on a person's race, religion (including religious dress and religious grooming), color, age, genetic information, disability (mental and physical), national origin (including language use restrictions), sex (gender, gender identity, gender expression), sexual orientation, marital status, familial status, parental status, domestic partner status, citizenship status, pregnancy (including perceived pregnancy, childbirth, lactation, or pregnancy-related conditions), military caregiver status, military status, veteran status, or any other status protected by federal, state, or local law that will be considered discrimination or harassment and are prohibited by this policy:

1. Different treatment or apply stereotypes in any terms and conditions of employment, including work assignments, based solely on protected status;

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2. Derogatory comments, epithets, slurs, jokes, or communications, in any form, including but not limited to, letters, notes, invitations, e-mail, text messages, blogs, instant messaging, voicemail, or other offensive images in e-mails or other forms of electronic messaging;
3. Posting or sharing derogatory materials such as posters, cartoons, drawings, gestures, objects or pictures, symbols, cartoons, emojis, stickers, GIFs, or posters;
4. Aggressive or unwelcome physical conduct such as assault, blocking normal movement, restraint, touching, or other physical interference;
5. Bullying behavior, including but not limited to, threats, intimidation, coercion, ridicule, insults, or belittling;
6. Spreading false, vicious, or malicious rumors;
7. Other behavior that creates a workplace where an employee reasonably feels threatened, humiliated, or intimidated;
8. The gratuitous sabotage or undermining of a person's work performance.

V. MANDATORY PROCEDURES IN CASES OF HARASSMENT

- A. You must report any violations of this policy that you experience or witness. If you believe in good faith that you have been subjected to, witnessed, or otherwise learned of discrimination or harassment (or any other conduct prohibited by this policy) by anyone, including supervisors, co-workers, suppliers, vendors, contingent workers, or customers, you must immediately report the incident. Reports may be made to your direct supervisor, any other member of management, or the Human Resources Department. You are not required to report to your supervisor, manager, or any other person engaging in the unwelcome behavior if that supervisor, manager, or other person is the subject of the report. In addition, if you make a report to your supervisor, manager, or any other person and feel that prompt action was not taken on your report, you must escalate your report to the Human Resources Department.

Supervisors or managers who receive reports or observe discriminating or harassing conduct must immediately report it to the Human Resources Department.

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- B. When the Company receives a report of discrimination or harassment (or other conduct prohibited by this policy), we will promptly investigate the report in a fair and expeditious manner. We will keep the identity of the reporter confidential to the fullest extent possible. Our investigation will generally include a private interview with the person making the report, an interview of witnesses and review of any relevant documents or communications, including text or electronic messages. We will also generally interview the subject of the report.

When we have completed our investigation, we will, to the extent appropriate, inform the person making the report and the subject of the report of the results of that investigation. Our primary purpose in requiring reporting and investigating is to prevent future prohibited conduct, in the Company's discretion, through education, coaching, counseling, discipline, discharge, or other remedial measures. For purposes of clarity, prohibited conduct subject to discipline includes, but is not limited to, conduct that does not rise to the level of unlawful harassment, but may if permitted to continue, become severe and pervasive.

- C. It is a violation of Company policy for an individual to be disciplined or otherwise disadvantaged because of good faith resort to the procedures in this policy for reporting sexual or other unlawful harassment or discrimination. The Company strictly prohibits retaliation in any way against anyone for using this reporting procedure in good faith, cooperating in an investigation in good faith or for filing, testifying, assisting, or participating in any manner in any investigation proceeding or hearing conducted by a federal or state enforcement agency. Any associate who feels he or she has been retaliated against in violation of this no-retaliation policy is responsible for reporting the retaliation to management or the Human Resources Department, in the same manner as any other form of harassment.
- D. Any report of retaliation will also be immediately and thoroughly investigated in accordance with the Company's investigation procedure outlined above. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including immediate discharge from employment will be taken.

VI. TRAINING

All associates will receive initial training during new hire orientation as well as any other training or communication required by state or local law. Salaried associates will receive refresher training on an annual basis. Hourly and non-supervisory associates will receive ongoing communication via video bulletin boards, and literature to reinforce the Company's zero tolerance policy.