

2. Red Tree Workplace Harassment Prevention Policy

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Effective Date: 1 July 2026

Applies To: All employees, contractors, interns, managers, executives, vendors, and third parties interacting with Red Tree employees

Purpose

Red Tree is committed to providing a workplace free from harassment, bullying, discrimination, and inappropriate conduct. Every employee deserves to work in an environment where they feel safe, respected, and able to do their best work.

Prohibited Conduct

Harassment of any kind is prohibited at Red Tree. This includes unwelcome verbal, physical, visual, or written conduct that creates an intimidating, hostile, humiliating, or offensive work environment.

Examples may include:

- Offensive jokes, slurs, or comments
- Unwanted sexual advances or inappropriate remarks
- Repeated insults, threats, or mocking behavior
- Displaying offensive images or messages
- Excluding or targeting someone based on a protected characteristic
- Inappropriate behavior over email, messaging apps, video calls, or social media

Sexual Harassment

Sexual harassment includes unwelcome sexual comments, requests for sexual favors, inappropriate touching, suggestive messages, or conduct that affects an individual's employment or creates an uncomfortable work environment.

Scope

This policy applies in all work-related settings, including:

- Offices and work sites
- Remote work and virtual meetings
- Business travel

- Team events and offsites
- Company communication platforms

Reporting Harassment

Any employee who experiences or witnesses harassment should report it immediately to their manager, HR, or another designated company contact. If the concern involves a manager, the employee may report it directly to HR or leadership.

Investigation Process

Red Tree will investigate reports promptly, thoroughly, and as confidentially as possible. All employees are expected to cooperate in investigations.

Non-Retaliation

Retaliation against anyone who makes a complaint, reports misconduct, or participates in an investigation is strictly prohibited.

Corrective Action

Employees who violate this policy may be subject to disciplinary action, up to and including termination. Red Tree may also take action regarding third parties, including restricting access or ending business relationships.

Shared Responsibility

Creating a respectful workplace is everyone's responsibility. Employees are expected to act appropriately, report concerns, and support a culture of respect and inclusion.