



INAPPROPRIATE BEHAVIOR POLICY

Inappropriate behavior in any form is illegal, strictly against company policy and will result in severe disciplinary action, up to and including discharge. Inappropriate behavior includes unwelcome sexual advances in verbal, non-verbal, visual or physical form committed by employer, customers or vendors. Actions are considered inappropriate if they interfere with an Employee / Contractor's performance on the job or create a hostile, offensive work environment.

If an Employee / Contractor believes that he/she has been the victim of inappropriate behavior, or is aware of an Employee / Contractor who has been victimized, a report should be made to management. In the case of She Loves To Do Laundry, LLC Employee / Contractors that notification should be made to their immediate local supervisor/ manager or to the Home Office.

Temporary and full time Employee / Contractors of the She Loves To Do Laundry should report to their onsite She Loves To Do Laundry management personnel or a member of Senior Management. Those Senior Management personnel can be reached as follows:

1. China Romano, 754-229-1013:, 1135 Hyde Park Cir, Winter Garden, FL 34787

Any and all complaints are taken seriously by company management and will be Investigated thoroughly and immediately. A member of management will question all Employee / Contractors who may have knowledge of the incident in question or similar problems. Both the complaint and the investigation will be thoroughly documented.

Confidentially will be maintained to the extent possible. Only those who need to know about the complaint will be advised of its existence. No Employee / Contractor will be subject to any form of retaliation or discipline for pursuing an inappropriate behavior complaint.

I have read and understand the above-mentioned She Loves To Do Laundry, LLC, Inc. policy.

Employee / Contractor's Signature

Date