



Riggs Distler & Company, Inc.  
4 Esterbrook Lane  
Cherry Hill, NJ 08003-4002  
Phone (856)433-6000 Fax (856)433-6035

## Sexual Harassment Policy

"**Sexual harassment**" is related to equal opportunity in employment.

Riggs Distler & Co. maintains a firm policy of total disapproval of any such conduct by any employee of the Company. Included within the types of conduct prohibited by the Company as sexual harassment are the following:

*Requesting or demanding sexual favors as a condition of employment;*

*The making of sexually related disparaging remarks;*

*The use of vulgar or obscene language that would offend ordinary sensibilities and which are of a sexual nature;*

*Unwarranted or uninvited touching, fondling, or bodily contact,*

*Any other contact which creates or tends to create a hostile environment based on an individual's sexual orientation.*

If any employee is subjected to or witnesses such conduct, she/he is urged to notify Paul Bizon, Vice President, at (856) 433-6000 immediately in the same manner as addressing any other EEO problems. Any manager who becomes aware of sexual harassment by any employee against a fellow employee is required to undertake prompt and effective corrective action. If an employee is unable or uncomfortable about discussing this issue with Paul Bizon, the following individuals are available and properly trained to discuss the issue of sexual harassment in a confidential manner:

Linda Cloude	(410) 633-0300
Denise Fearon	(856) 433-6000

The Company will not tolerate sexual harassment of any nature and will investigate all reported incidents of harassment promptly and confidentially. Persons who are guilty of sexual harassment will be subject to appropriate disciplinary action, up to and including discharge.

Under One Hat One Contract–One Responsibility