
POLICY AGAINST UNLAWFUL HARASSMENT AND DISCRIMINATION

The Company is committed to providing a work environment that is free from unlawful harassment and discrimination. The workplace includes Company vehicles and any worksite regardless of whether it is on Company property. The Company strictly prohibits discrimination and harassment of any kind, including harassment and/or discrimination on the basis of sex (which also includes gender, pregnancy, childbirth, or related medical conditions), race, color, religion, age, mental or physical disability, medical condition, national origin, alienage, citizenship status, marital status, military or veteran status, sexual orientation, or any other basis prohibited by federal or state law or local law. This policy applies to all individuals in the workplace and prohibits harassment by any Associate or agent of the Company, including Managers and co-workers, as well as, customers, residents or vendors. We do not tolerate harassment of or by our Associates, customers, residents or vendors. Associates who violate this policy will be subject to discipline and may be held personally liable for any injury suffered by another employee, customer, resident or vendor as a result of such conduct.

Under the law, harassment occurs only when conduct meets certain specific criteria. However, this policy is intended to prohibit all conduct directed at an Associate or others because of sex, race, color, religion, age, disability, medical condition, national origin, alienage, citizenship status, marital status, military or veteran status, sexual orientation, or any other basis prohibited by federal or state law or local law, even if the law does not prohibit the conduct. This includes conduct or comments that a person would reasonably find offensive. Some conduct or comments might not be offensive to the participants but still may offend others. To ensure that the work environment is pleasant for everyone, the Company's anti-harassment policy prohibits any conduct or comments based on the protected classifications noted above, even when the conduct or comments might not be illegal harassment under the law.

Every Associate is responsible for refraining from conduct or language that could reasonably be viewed as harassment and is expected to report any such conduct to management. All Managers and Supervisors have the responsibility to maintain the workplace free of harassment and are responsible for the full implementation of this policy.

- a. Prohibited harassment. Harassment may take many forms, including but not limited to, the following (this is not an exhaustive list):
 - i. Verbal harassment such as malicious or menacing racial, ethnic, or sexually explicit epithets, jokes, or unwelcome sexual advances, invitations, or comments;
 - ii. Physical harassment such as threatening and malicious physical interference with normal work, impeding or blocking movement, assault, or unwelcome physical contact or touching because of sex, race, or any other protected basis;
 - iii. Quid Pro Quo harassment such as offering an individual benefits or gains in return for or exchange of sexual-related favors;
 - iv. Harassment by Non-Associates such as harassment in the workplace by, for example, customers, clients, and vendors/suppliers;
 - v. Visual harassment such as malicious, menacing, or demeaning, sexually and/or racially oriented posters, photography, cartoons, drawings, or gestures; and
 - vi. Retaliation for having reported or threatened to report harassment, or for opposing harassment, or for participating in investigations of suspected harassment.

Harassment at work or work-related settings (resident homes, business trips, social events) is unacceptable.

- b. Sexual harassment in any form is strictly prohibited. Sexual harassment is unique in that it includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Under the law, sexual harassment occurs when submission to, or rejection of, unwelcome sexual conduct by an individual is used as a basis for employment decisions or when sexual harassment is made a condition for receiving concrete employment benefits. Sexual harassment also occurs when unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment, even if it does not lead to tangible or economic job consequences. Sexual harassment includes the harassment of women by men, harassment of men by women, and the gender-based harassment of individuals of the same sex as the harasser.

Associates need to understand that conduct acceptable to them may be offensive to other employees. It is the Company's policy to prohibit inappropriate physical touching, sexually explicit language, obscene gestures, staring, sexual jokes, display of explicit materials, comments about other Associate's bodies, derogatory comments based on gender, gender-related jokes, repeated requests for dates or the other expressions of attraction or sexual interest, and other similar behavior.

- c. Reporting and Investigation. If you believe that you have been harassed, discriminated against, or retaliated against or that you have witnessed an act of harassment prohibited by this policy, you must immediately report the facts of the incident (name of the individuals involved and names of any witness) to your Manager or Supervisor, the Regional Manager, the Regional Vice-President, any other member of management, to the Human Resources department or Alliance's SpeakUp service as soon as possible after the incident.
 - i. Following a Complaint. Managers and Supervisors have the responsibility to promptly report a complaint of harassment to Human Resources so that the Company may conduct a review and take prompt and appropriate corrective and preventative action. The Company will review each report of misconduct prohibited by this policy. The review will be conducted on a fair and impartial basis. The relevant facts will be evaluated on a case-by-case basis in determining whether an action does, in fact, violate this policy. All such reviews will be conducted in a manner designed to protect, to the maximum extent permissible under the circumstances, the privacy of all parties concerned, but consistent with a thorough review.
 - ii. Confidentiality. Although all information cannot be completely confidential due to the need to investigate the situation, all information obtained during the investigation will be disclosed only on a need-to-know basis.
 - iii. No Retaliation. The Company will not retaliate against Associates for filing a complaint of harassment, discrimination, or retaliation, or for participating in an investigation of a complaint or for any other protected reason, and will not tolerate or permit retaliation by management, Associates, or co-workers. Retaliation is a serious violation of this policy and should be reported immediately to a Manager, Supervisor or Human Resources.
- d. Discipline. If the Company determines that harassment or discrimination, including retaliation, in violation of this policy has occurred, it will take timely and effective remedial action, commensurate with the severity of the offense. Any Associate determined to have violated this policy will be subject to appropriate disciplinary action, up to and including

termination. Any Associate found to have retaliated against another individual for reporting harassment will be subject to serious disciplinary action, including but not limited to, termination. The Company will take all necessary steps or remedial action, as necessary, to prevent further harassment or discrimination.

- e. Good Faith Claims. The Company will not take adverse action against any Associate who makes a good faith report of harassment or discrimination, or who participates in a review of such conduct. If it is found that an Associate has filed an intentionally false claim of harassment, discrimination or retaliation, appropriate action will be taken against that individual, up to and including termination of employment.

HARASSMENT PREVENTION

Alliance is committed to providing work environments that are supportive and free of harassment. We do not tolerate harassment of our associates, customers or vendors. Harassment can occur when someone is subjected to offensive conduct or comments based on race, color, religion, sex, national origin, age disability, veteran status, genetic testing or information, or any other classification protected by law.

Some conduct or comments might not be offensive to the participants, but still may offend others. To ensure that the work environment is pleasant for everyone, the Company's anti-harassment policy prohibits any conduct or comments based on the protected classifications noted above, even when the comments might not be illegal harassment under the law. Professionalism and respect for others is expected by Alliance associates.

Sexual harassment is only one type of prohibited harassment, but it is worthy of specific mention. Sexual harassment may occur when someone is subjected to sexual or gender-related comments or conduct. To protect our employees from sexual harassment, the Company prohibits repeated expressions of sexual or romantic interest, advances, requests for sexual favors, and any other verbal or physical conduct that is sexual in nature or directed at a person because of his or her sex or gender.

Each of us shares the responsibility of making sure that prohibited conduct does not occur in the workplace. If you believe you or someone else has been or is being subjected to harassment, you must immediately contact your Manager, Supervisor, another member of management, or Human Resources, or utilize Alliance's SpeakUp service. The Company will investigate all reports of improper conduct and will take appropriate action. No adverse action will be taken against anyone who, in good faith, reports such conduct, and all forms of retaliation are prohibited.