

Pennichuck Reaffirmation of Our Policy of Respectful Workplace

Pennichuck is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including unlawful harassment. Therefore, Pennichuck expects that all relationships among employees will be business-like and free of illegal bias, prejudice and harassment.

This policy applies to our contractors, our consultants, and our visitors as well. The Company provides training and reaffirmation of this policy as new employees are hired and on a bi-annual basis. This notification to our contractors serves as a notification of our policy as well as a clarification of expectations as to what Pennichuck considers a respectful workplace.

A respectful workplace means one that finds any form of harassment inappropriate. As defined in our policy:

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example, (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group in a protected class and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on Company time or using Company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

As a contractor, vendor, or consultant working on behalf of Pennichuck Water Works, Pennichuck East Utility, Pittsfield Aqueduct or Pennichuck Water Service Company, we ask that you review this information and work with us to ensure that the workplace, whether it is in the office or the field, is one that complies with our expectations as stated above.

Should you have any concerns or questions, please reach out to our Human Resources department at hr@pennichuck.com. We thank you for your cooperation.

