

Unlawful Harassment Policy

AMTRAN will not tolerate harassment of its employees by other employees, customers, clients, or members of the public. The term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, age, sex, national origin, or disability.

Unlawful harassment includes, but is not limited to the following misconduct:

Verbal: Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on actual or perceived sex, race, color, religious creed, national origin, ancestry, disability, medical condition, marital status, or age. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, pregnancy or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual or racial nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender, race or national origin or other conduct protected by this policy.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement when directed at any individual on the basis of actual or perceived sex, race, color, religious creed, national origin, ancestry, disability, medical condition, marital status, age, or other conduct protected by this policy.

Visual or Written: The display or circulation of offensive or derogatory visual or written material related to sex, race, color, religious creed, national origin, ancestry, disability, medical condition, marital status, age, or other conduct protected by this policy. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

Work Environment: A work environment that is permeated with sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the job. A hostile environment can arise from an unwarranted focus on sexual, racial or religious topics or suggestive statements. An environment may be hostile if unwelcome sexual, racial, or religious harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's work.

Unlawful harassment is a form of employee misconduct, which undermines the integrity of the employment relationship and will not be tolerated. Therefore, any type of harassment is forbidden, including the display of sexually explicit materials or other printed materials such as cartoons, pictures or posters. Employees should also be aware that unlawful harassment of members of the general public utilizing the transportation services of AMTRAN is also specified prohibited. All employees must be allowed to work in an environment free from harassment. Consequently, employees who violate this policy will be subject to disciplinary action, up to and including discharge.

Behavior and Obligations of all Persons

In order to provide a productive and pleasant working environment, all employees must act with courtesy, sensitivity and respect toward each other, applicants, visitors, constituents, and independent contractors. Any person who experiences discriminatory harassment from a co-worker should and is strongly encouraged to immediately make it clear to the offender that such conduct is offensive. Do not ignore the problem. All employees should and are strongly encouraged to report any conduct which fits the definition of discriminatory harassment, to their immediate supervisor, the department head or any appropriate authority. This includes conduct of non-employees such as sales representatives or service vendors or harassing conduct toward such contractors.

All persons should and are strongly encouraged to report to their supervisor, manager, or AMTRAN's General Manager any instances of discriminatory harassment which they have directly observed, whether or not reported by the employee who is the object of the harassment.

All employees shall cooperate with any investigation or grievance proceeding of any alleged act of discriminatory harassment conducted by AMTRAN or its agents or employees.

Under no circumstances shall an employee of AMTRAN who believes that he or she has been a victim of discriminatory harassment be required to first report that harassment to a supervisor or other authority if that person or authority is the individual who has allegedly done the harassing.

If a complaint of harassment is found to be valid, the offensive conduct will be stopped and the person responsible for the behavior will be disciplined, including possible discharge. Employees who report harassment, or provide information to management regarding such claims of harassment, will be protected from retaliation by any other person in the workplace. Harassment claims will be treated with confidentiality to the greatest extent possible to protect the accuser and the accused. Disciplinary action will be taken against any employee who provides false information regarding a complaint of harassment.

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