

<b>JAGUAR ENERGY SERVICES, LLC</b> 310 N Parkerson Ave Crowley, LA 70526  Original Date of Implementation: October 2013 New Effective Date: Reviewed By: Jared Monk	Harassment   Plan Revision Date: Page 1 of 3 Date: 01/10/2022
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## Section 6.0 HARASSMENT

### A. Purpose

It is **JAGUAR ENERGY SERVICES, LLC**'s policy to abide by all Federal Laws, State Laws, and Executive Orders pertaining to fair employment practices.

The purpose of this procedure is to provide guidance to **JAGUAR ENERGY SERVICES, LLC** personnel for the prevention of harassment of any kind.

### B. Scope

This procedure applies to all personnel employed by **JAGUAR ENERGY SERVICES, LLC**.

### C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for ensuring that employees have completed the training required by this procedure, enforcing the procedure, and the documentation of this process.
  - (a) Additional responsibilities include:
    - (i) That this Policy is enforced.
    - (ii) Ensuring that all records of actions taken or complaints covered by this procedure are properly reviewed and documented.
2. All Supervisors are responsible for following the recommendations and strategies outlined in this procedure.
3. All **JAGUAR ENERGY SERVICES, LLC** employees are responsible for helping to assure that we avoid harassment.

### D. Procedure

In keeping with this commitment, we shall not tolerate harassment of **JAGUAR ENERGY SERVICES, LLC** employees by anyone, including any

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supervisor, co-worker, vendor, client or customer of **JAGUAR ENERGY SERVICES, LLC**.

1. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental disability, marital status, veteran status, citizenship status, or other protected group status.
  
2. **JAGUAR ENERGY SERVICES, LLC** shall not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.
  
3. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, constitutes sexual harassment when:
  - (a) Submission to conduct is an explicit or implicit term of condition of employment.
  - (b) Submission to or rejection of the conduct is used as the basis for an employment decision.
  - (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
    - (i) Sexual harassment may include:
      - (i) Explicit sexual propositions
      - (ii) Sexual innuendo
      - (iii) Suggestive comments
      - (iv) Sexually oriented "kidding" or "teasing"
      - (v) Practical jokes about gender-specific traits
      - (vi) Foul or obscene language or gestures
      - (vii) Displays of foul or obscene printed or visual material
      - (viii) Physical contact, such as patting, pinching or brushing against another's body.
  
4. Any employee, who feels that they have experienced or witnessed harassment, is to notify the Safety Coordinator immediately.

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5. **JAGUAR ENERGY SERVICES, LLC** forbids retaliation against anyone who has reported harassment.
6. **JAGUAR ENERGY SERVICES, LLC's** policy is to investigate all such complaints thoroughly and promptly.
  - (a) To the fullest extent practicable, **JAGUAR ENERGY SERVICES, LLC** shall keep complaints and terms of resolution confidential.
  - (b) If an investigation confirms that harassment has occurred, **JAGUAR ENERGY SERVICES, LLC** shall take corrective action, including such discipline up to and including immediate termination of employment, as appropriate.

#### **E. Training Requirements**

1. All personnel shall be trained in this procedure.

#### **F. Training Frequency**

1. All personnel shall be trained according to the following schedule:
  - (a) Initially upon hire.
  - (b) As necessary thereafter.