

Human Resources Policies

Section 100 – General Policies



Title: Policy: 165 Harassment, Discrimination, & Unprofessional Behavior

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8

PURPOSE: To outline and establish Core Lab’s position on harassment, discrimination, and unprofessional behavior; to set forth guidelines for handling violations of policy; and to specify the related complaint handling process.

I. SCOPE

This policy is applicable to Core Laboratories and all affiliated and related entities (“Core Lab”) globally, unless otherwise or inconsistent with applicable laws and regulations in certain jurisdictions.

II. DEFINITIONS

A. **Harassment** - conduct that has the purpose or effect of denying equal employment opportunity, and/or creating a hostile, intimidating or abusive working environment. It may include, but is not limited to:

- Physical conduct such as unwanted touching or assault
- Verbal conduct such as threats, derogatory comments, or slurs
- Visual displays such as derogatory or suggestive posters, photographs, cartoons, drawings, screensavers, or gestures
- Written or electronic communication containing statements that maybe offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures
- Retaliation for reporting, or expressing intent to report, harassment to the company, or for participation in an investigation of alleged harassment

B. **Sexual Harassment** - an unwelcome sexual advance, request for sexual favors, or verbal or physical conduct of a sexual nature. Sexual harassment can occur between people of different or the same gender. Examples may include, but are not limited to:

- “Threats and Promises of a Sexual Nature” – “Quid Pro Quo”, or “this for that” – refers to sexual harassment-related to a request for sexual favors in exchange for employment opportunities such as, but not limited to, hiring, promotion, pay, working conditions, and work assignments or threats of job-related penalties for refusing to accept the request.
- assault or inappropriate touching
- leering
- comments of a sexual nature directed at another person or in someone else’s presence
- displaying sexually related images
- telling jokes of a sexual nature
- sending sexually related communications

- C. **Discrimination** - refusing to employ, barring from employment, or passing judgement in employment practices, terms, conditions, and privileges based on various factors unrelated to an individual's ability, as outlined in Policy 110: Equal Opportunity. Examples may include, but are not limited to:
- Preferring a candidate for hire based solely on personal characteristics, or denying a candidate based solely on personal characteristics
 - Terminating an employee based on a personal characteristic
 - Inappropriate or off-color comments to an employee based on personal characteristics
 - Taking away assignments or shifts, including desirable assignments or shifts, without a professional purpose for doing so
 - Exhibiting favoritism during promotions and company restructuring instead of promoting based on professional merit
- D. **Unprofessional Behavior** - conduct that adversely affects the functioning of teams, interferes with performance, and creates discord in the workplace. Examples may include, but are not limited to:
- Intimidation or bullying
 - Offensive, rude, and abusive language
 - Persistent tardiness arriving to work, joining activities, or attending meetings
 - Showing disrespect or dealing with others in an unfriendly manner
 - Excessively criticizing or blaming others
 - Withholding information, making it difficult for others to perform their work.

III. OVERVIEW

Everyone should enjoy a work environment free from all forms of harassment, discrimination, and unprofessional behavior. No individual should be subjected to unsolicited and unwelcome comments or conduct.

Harassing, discriminatory, and unprofessional behavior infringes on an individual's right to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the working relationship. Harassment, discrimination, and unprofessional behavior are contrary to basic standards of conduct between individuals and in some cases may be prohibited by law and regulations. Anyone who engages in such acts or behavior violates Core Lab's policy and is subject to immediate disciplinary action, up to and including termination.

IV. RESPONSIBILITIES

Everyone is responsible for preventing harassment, discrimination, and unprofessional behavior by:

1. Treating others with courtesy and respect in all work relationships,
2. Eliminating harassing, discriminatory, and unprofessional behavior,
3. Reporting harassment, discrimination, and unprofessional behavior to Human Resources, or the Law Department via the Ethics Helpline at Ethics@corelab.com so that each concern can be investigated promptly and resolved appropriately. *

* Individuals in the United States may also utilize the U.S. Equal Employment Opportunity Commission (EEOC) as an avenue for lodging complaints. Additionally, those in California may also utilize the California Department of Fair Employment and Housing.

V. REPORTING AND INVESTIGATIONS

Anyone who believes they have been the victim of harassment, discrimination, or unprofessional behavior or who has knowledge of that kind of behavior, is urged to report such conduct immediately without fear of retaliation. Managers and supervisors *are required* to report instances of harassment, discrimination, or unprofessional behavior immediately.

All complaints will be investigated promptly and impartially and in accordance with Policy 120: Nepotism, to determine if the action or incident was purely a personal, or social relationship without discriminatory employment effect thus providing all parties' appropriate due process. A reasonable conclusion based upon the evidence collected will be made and will be kept as confidential as possible. Should inappropriate behavior be found at the conclusion of the harassment, discrimination, or unprofessional behavior investigation, appropriate measures shall be taken, up to and including termination.

VI. RETALIATION

Pursuant to [Policy 1145: Non-Retaliation for Reporting](#), Core Lab prohibits retaliation against an individual who reports harassment or who participates in an investigation of harassment in good faith.

VII. CONSEQUENCES OF NONCOMPLIANCE

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Core Lab will promptly, thoroughly and fairly investigate every issue that is brought to its attention and will take disciplinary action, when appropriate, up to and including termination of employment.