



FRANCIS J. PALO, INC.
P.O. BOX 368 • 309 S. 4TH AVENUE • CLARION, PA. 16214
PHONE: (814) 226-9361 • FAX: (814) 226-9066

January 2012

SEXUAL HARASSMENT POLICY

Each employee of FRANCIS J. PALO, INC. is entitled to a work environment free of sexual harassment. FRANCIS J. PALO, INC. prohibits sexual harassment in any form.

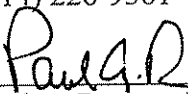
Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and the Guidelines on Sexual Harassment adopted by the Equal Employment Opportunity Commission and the Pennsylvania Human Relations Commission.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

We will not tolerate such actions in the day-to-day activities of this company. Those guilty of such behavior and those supervisory personnel who knowingly allow it to exist will be subject to disciplinary action.

Complaints of alleged sexual harassment and reports of such incidents should be documented and addressed the following officer:

FRANCIS J. PALO, INC.
Walter Karg, EEO Officer
P.O. Box 368, Clarion, PA 16214
(814) 226-9361



Paul A. Roman, President