

ColCal

A Franchisee of Taco Bell Corp.
2764 Compass Drive, Suite 101
Grand Junction, CO 81506
Tel 970 245 0898
Fax 888 370 3140



To: Taco Bell Employees of ColCal, Inc.
From: Ken Basinger, President
RE: Harassment in the Work Place - Zero Tolerance Policy

We are committed to providing a work environment free of harassment. Company policy prohibits sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. *All such harassment is unlawful.* Taco Bell's anti-harassment policy applies to all persons involved in the operation of Taco Bell and prohibits unlawful harassment by any employee of Taco Bell, including supervisors, co-workers and vendors.

Prohibited unlawful harassment includes but is not limited to the following behavior: verbal conduct such as taunting or name-calling, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments; visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures; physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis; threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and retaliation for reporting or threatening to report harassment.

Complaint Procedure: If you believe that you have been harassed, you are encouraged to firmly and promptly notify the offender that the behavior is unwelcome. As soon as possible, submit a written or oral complaint to your supervisor or to the following person(s):

Kathy Stevens Area Coach (909) 732-1107	Mike Gonzales Director of Operations (559) 300-3578	Ken Basinger President (970) 245-0898 ext. 324	Brandy Parris Human Resource Manager (970) 245-0898 ext. 322
---	---	--	--

Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the area coach, director of operations, human resources representative or the president. Taco Bell will promptly inform the employee of his or her rights to assistance and investigate the harassment allegations. Employees need to report improper conduct even if they are not the primary victim.

If Taco Bell determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by Taco Bell to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination. A company representative will advise all parties concerned of the results of the investigation. Taco Bell will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

Taco Bell encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved.

Signature / Date