

CATEGORY: Employment
Policy Number: 1.01 – Equal Opportunity/Anti-Harassment Policy
Date: July 2007 – rv August 2012

I. EQUAL EMPLOYMENT OPPORTUNITY POLICY/ ANTI-HARASSMENT POLICY

A. Equal Employment Opportunity

Bracco is committed to providing and promoting equal opportunity for all employees and applicants. To this end, Bracco will comply fully with the spirit, as well as the letter, of all applicable local, state, and federal laws and regulations implementing the national objectives of equal employment opportunity for all persons. Bracco does not discriminate in employment opportunities or practices on the basis of race, ancestry, color, religion, gender, sexual orientation, marital status, national origin, age, disability, citizenship, veteran status, military service obligation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, refusal to submit to a genetic test or to make available genetic test results, status as a smoker/non-smoker, or any other characteristic protected by law.

Bracco's policies and Human Resources practices are intended to ensure that all employees are treated equally and that recruiting, hiring, and advancement are accomplished without regard to protected characteristics; that decisions on employment are made so as to further the principle of equal employment opportunity; and that all personnel actions involving a condition or privilege of employment are administered without regard to race, ancestry, color, religion, gender, sexual orientation, marital status, national origin, age, disability, citizenship, veteran status, military service obligation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, refusal to submit to a genetic test or to make available genetic test results, status as a smoker/non-smoker, or any other characteristic protected by law.

B. Policy Prohibiting Sexual and Other Workplace Harassment

At Bracco, we believe that every employee is entitled to fair and equal treatment, regardless of their race, ancestry, color, religion, gender, sexual orientation, marital status, national origin, age, disability, citizenship, veteran status, military service obligation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, refusal to submit to a genetic test or to make available genetic test results, status as a smoker/non-smoker, or any other protected characteristic. Therefore, inappropriate workplace behavior and discriminatory harassment based on a protected characteristic, including but not limited to, sexual harassment, by either employees or non-employees (such as clients, vendors and contractors), will not be tolerated by Bracco. This policy applies to harassment whether it occurs on our premises or in some other location where Company activities occur, such as on business trips or at Bracco social events.

This policy covers all employees, temporary employees, consultants and applicants of Bracco.

II. Guidelines

A. Sexual Harassment

Sexual harassment is one kind of discriminatory harassment. Sexual harassment can be defined as unwelcome sexual advances, requests for sexual favors, and other statements or actions of a sexual or gender-based nature when:

- the harasser states or implies that giving in to or rejecting such conduct will affect an individual's employment; or
- such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

It is not possible to identify all of the conduct which could be sexual harassment. However, some common examples of conduct that might be sexual harassment are:

- threatening to, or actually making, job decisions, such as discharge, demotion or reassignment, if sexual favors are not granted;
- demanding sexual favors in exchange for favorable or preferential treatment;
- use of stereotypes or gender-related remarks which are offensive, insulting, derogatory or degrading;
- unwelcome and/or repeated flirtations, propositions or advances;
- unwelcome physical contact;
- whistling in a manner directed toward the appearance of another;
- leering;
- improper gestures;
- tricks or horseplay;
- unwelcome comments about appearance;
- sexual jokes or use of sexually explicit or offensive language, either in person, in writing or through e-mail;
- gender or sex-based pranks;
- the display in the workplace of sexually suggestive objects or pictures, including material from the Internet.

Employees are expected to take particular care to ensure compliance with this policy in informal situations such as social functions and business trips.

B. Consensual Relationships

At times, consensual romantic and/or sexual relationships between co-workers may occur. When such a relationship is between an employee who has supervisory authority and one who does not, Bracco's ability to enforce its policy against sexual harassment can be affected. Therefore, if such relationships arise, they will be considered carefully by Bracco senior management, and appropriate action will be taken. Such action may include a change in the responsibilities of the individuals involved in such relationships or transfer of location within Bracco.

Any supervisory employee involved in such a relationship is required to report the relationship to his or her supervisor and to Human Resources.

C. Other Harassment

Harassment is not limited to sexual harassment. Statements or actions that ridicule or are critical of an individual because of his/her race, ancestry, color, religion, gender, sexual orientation, marital status, national origin, age, disability, citizenship, veteran status, military service obligation, atypical hereditary cellular or blood trait, genetic information, refusal to submit to a genetic test or to make available genetic test results, status as a smoker/non-smoker, or any other protected characteristic are offensive. Offensive conduct can create an intimidating, hostile work environment and may unreasonably interfere with the individual's work performance. Accordingly, Bracco prohibits such offensive conduct in the workplace.

Again, a complete list of such conduct is not possible. Some common examples of such offensive conduct are:

- using epithets or slurs;
- mocking, ridiculing or mimicking another's culture, accent, appearance or customs;
- threatening, intimidating or engaging in hostile or offensive acts that focus on an individual's race, ancestry, color, religion, sexual orientation, marital status, national origin, age, disability, citizenship, veteran status, military service obligation, atypical hereditary cellular or blood trait, genetic information, refusal to submit to a genetic test or to make available genetic test results, status as a smoker/non-smoker, or any other protected characteristic;
- offensive jokes or pranks;
- posting offensive material on walls, bulletin boards, or elsewhere on Bracco's premises or at Bracco-sponsored events;
- circulating offensive material in the workplace, by e-mail or otherwise.

III. ADMINISTRATION

A. Reporting Unlawful Harassment and Other Discrimination

Bracco strongly encourages the prompt reporting of all incidents of discrimination or discriminatory harassment. If you believe you are being harassed or have observed harassment, or have been unlawfully discriminated against in any other way, we encourage you to notify promptly your supervisor or Human Resources. Any supervisor who receives such a complaint must also notify HR. If at any time you are uncomfortable or feel it would be unreasonable to use this procedure to report discrimination or harassment because of unique or unusual circumstances, please discuss your concerns with any member of the "Office of the President".

B. Investigation of Reports

Bracco will promptly investigate any reports of harassment and other discrimination in an appropriate manner. Confidentiality will be maintained

throughout the investigation as much as possible while still meeting our legal obligations to conduct a full investigation.

C. Resolving the Matter

After the investigation is completed, appropriate action will be taken. If Bracco concludes that unlawful harassment or other discrimination has occurred, appropriate action will be taken to correct the situation. This action may include, but is not limited to, oral or written warning, referral to formal counseling, disciplinary suspension or probation, reassignment or discharge from Bracco. The level of discipline will depend on the circumstances.

D. Non-Retaliation

You will not be retaliated against for reporting incidents that you believe in good faith to be violations of this policy. You will not be retaliated against for participating in the investigation of harassment or other discrimination complaints. Bracco considers retaliation to be a serious violation of this policy and urges you to report any incidents of retaliation immediately, as you would any act of harassment or discrimination. Bracco will investigate and resolve reports of retaliation in the same manner as reports of harassment and other discrimination.

If, however, the investigation results in a finding that an employee knowingly falsely accused another individual of harassment or other discrimination, the accusing employee will be subject to disciplinary action, up to and including termination of employment.

E. Sanctions for Violations of Equal Employment Opportunity Policy

Any official, manager, supervisor, employee, agent or non-employee of Bracco who, after appropriate investigation, has been found to have harassed, discriminated against or retaliated against another person in violation of this policy will be subject to appropriate corrective and/or disciplinary action, up to and including termination of his or her employment or other relationship with Bracco.

IV. APPLICABILITY

The policy applies to BDI Home Office, BLI Home office, Field Sales, BRU, and Mississippi Plant employees.