

Equal Employment Opportunity Statement

NOTCF provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability status, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training. NOTCF expressly prohibits any form of unlawful employee harassment based on these classifications.

Anti-Harassment Policy and Complaint Procedure

NOTCF is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits harassment. Therefore, NOTCF expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

NOTCF strictly requires reporting of all perceived incidents of discrimination or harassment that are not in accordance with this policy. We will promptly and thoroughly investigate all reports. NOTCF prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

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

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include (but are not limited to) sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic described above is also strictly prohibited. Harassment may take the form of verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability status, genetic information, marital status, or status as a covered veteran or any other characteristic that (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct may include (but is not limited to) epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that

denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on our premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

This policy applies to all applicants for employment and current employees. This policy also applies regardless of whether the conduct is engaged in between employees or directed at someone not directly connected to NOTCF (*e.g.*, an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside of the workplace (*i.e.*, during business trips, business meetings and business-related social events).

Complaint Process

If you believe you have been harassed in violation of this policy or otherwise believe you have witnessed such conduct, you are required to report the incident. You should follow the procedures below.

- Promptly report the incident to our Chief Executive Officer/President. You may make your report in-person, by calling **(504) 381-5740** and asking for the Chief Executive Officer/President, or by e-mail at **lisa@notcf.com**. If you believe the Chief Executive Officer/President is the perpetrator of the conduct or otherwise involved in the conduct, you can report the incident to any member of our Board of Directors. NOTCF will conduct a prompt investigation into your complaint.
- Your report should be as specific as possible, including the names of persons, a description of the conduct, the effect that the conduct is having on your working conditions and job performance, and the names of any witnesses who can assist in the investigation. Although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.
- You will be informed of the outcome of the investigation. If you do not believe appropriate action has been taken in response to your report, you should promptly notify the Chairperson of our Board of Directors.
- Confidentiality will be maintained throughout the investigatory process, to the extent consistent with adequate investigation and appropriate corrective action.
- Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
- If an investigation reveals that knowingly false and malicious complaints of harassment, discrimination or retaliation have been made, the individual who made the false complaint may be the subject of appropriate disciplinary action.