

Policy PM402.GLO: Harassment and Unprofessional Behavior



Core Lab supports a position of zero-tolerance on harassment and unprofessional behavior and has set forth the below guidelines for handling violations of this policy as well as providing specifics related to the complaint handling process.

SCOPE

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

DEFINITIONS

1. Harassment is 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 which may be 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
2. Sexual Harassment occurs when there is 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 genders or between those of the same gender. Examples of sexual harassment 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
3. Unprofessional Behavior is any conduct that adversely affects the ideal functioning of teams, interferes with performance, and creates discord in the workplace. It may include, but is 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.

OVERVIEW

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

Harassing 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 work relationship. Harassment, 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 zero-tolerance policy and is subject to immediate dismissal.

DISSEMINATION AND IMPLEMENTATION OF POLICY

1. The President of Core Lab fully supports the Company's policy and responsibilities concerning anti-harassment and professional workplace behavior practices.
2. The HR Compliance Department is charged with the responsibility for overall development, implementation, coordination, and dissemination of information regarding harassment and unprofessional behavior to all management personnel of Core Lab as well as maintaining personnel records in compliance with applicable laws and regulations.
3. Business Unit Presidents, managers, and supervisors are responsible for implementing anti-harassment and professional workplace behavior practices within their business unit.
4. All locations are required to post this policy and awareness poster in a place that is easily viewable and accessible by all employees and visitors to the location.

RESPONSIBILITIES

Everyone is responsible for preventing harassment, 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. *

*Employees may also exercise their rights to utilize other avenues external to Core Lab for lodging complaints. For example, in the United States employees may contact the U.S. Equal Employment Opportunity Commission (EEOC). And those U.S. employees in California may also utilize the California Department of Fair Employment and Housing.

REPORTING AND INVESTIGATIONS

Anyone who believes that he or she has been the victim of harassment 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, or unprofessional behavior immediately.

All complaints will be investigated promptly and impartially, and in accordance with Policy PM104: 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 confidential to the extent possible. In the event that inappropriate behavior be found at the conclusion of the investigation, appropriate corrective action shall be taken, which could include dismissal. All parties involved in the incident of harassment, including the

complainant and the person alleged to have committed the harassment, will be informed of the results of the investigation and corrective action to be taken.

RETALIATION

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

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 in this area and will take disciplinary action.

Core Lab reserves the right to amend or modify this policy at any time.