

**NATIONAL BIODIESEL ACCREDITATION COMMISSION**  
**SEXUAL HARASSMENT POLICY**  
(Adopted July 13, 2007)

Although NBAC benefits from the services of NBB employees, NBAC conducts its own meetings and, within the parameters set by NBB, supervises their provision of those services. For that reason, it is appropriate that NBAC abide by this Sexual Harassment Policy. It is the policy of NBB and the National Biodiesel Accreditation Commission that all NBB employees serving the Commission should be able to enjoy a work atmosphere free from all forms of discrimination, including sexual harassment. *This includes any discrimination or harassment by any employee or any Commissioner or Officer.*

Sexual harassment infringes on an employee's right to an environment free of harassment and discrimination, and is a form of misconduct which undermines the integrity of the employment relationship. No employee - male or female - should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not mean occasional compliments of a socially acceptable nature. Sexual harassment refers to conduct which is offensive to the individual, which harms morale and interferes with the effectiveness of Association business.

Such conduct is prohibited. This includes but is not limited to repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; explicit or degrading verbal comments about another individual on his or her appearance; the display of sexually suggestive pictures or objects; or any offensive or abusive physical conduct. Prohibited conduct also includes the taking of, or the refusal to take, any personnel action based on an employee's submission to or refusal of sexual overtures. No employee or Commissioner or Officer should so much as imply that an individual's "cooperation" will have any effect on the individual's employment; assignment, compensation, advancement, career development or any other condition of employment.

After consulting with the NBB Chief Operating Officer, the matter will be carefully, promptly, and completely investigated. Upon completion of the fact finding investigation, appropriate action will be taken based on the result of the investigation. The employee who makes a complaint will be notified of the results of the investigation and the discipline imposed, if any. Any employee making a complaint will not experience any form of retaliation.

Any questions regarding this policy should be addressed to the NBB Chief Operating Officer. Any employee who believes that he or she has been the victim of sexual harassment, or who has any knowledge of that kind of behavior, is urged to report such conduct immediately to the NBB Chief Operating Officer or Chief Executive Officer.

NBAC will urge NBB to take immediate disciplinary action against any employee engaging in sexual harassment while providing services to NBB. Such action may include, depending on the circumstances, in suspension, demotion or discharge.

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The above policy was adopted by majority vote at a regular meeting of the National Biodiesel Board held the 13th day of July, a quorum being present.

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National Biodiesel Board Chair

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Date

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