

Workplace Violence, Sexual Harassment and Discrimination

June 2026

Discrimination, ADA, Harassment, etc.

Discrimination Is Prohibited Policy

The IPS Group is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training.

The IPS Group complies with all applicable federal, state, and local laws regarding discrimination and will not tolerate interference with employees' ability to perform their job duties. Decisions concerning employment are based strictly on individual qualifications, ability to perform the job under consideration, comparative qualifications and abilities of other candidates, and past performance within the organization.

If you believe an employment decision violates The IPS Group's commitment to equal opportunity, promptly report it to your supervisor, designated manager, or Peyton Shipwash. All complaints will be promptly, thoroughly, and impartially investigated, and there will be no retaliation for good-faith complaints, even if insufficient evidence supports the claim.

Americans with Disabilities Act Policy (TX)

The Americans with Disabilities Act (ADA) and Texas nondiscrimination law prohibit discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions, and privileges of employment. These laws do not alter The IPS Group's right to hire the best-qualified applicant but prohibit discrimination against qualified individuals with disabilities or perceived disabilities.

An applicant or employee is considered disabled if they:

1. Have a physical or mental impairment that substantially limits one or more major life activities.
2. Have a record or history of such impairment.
3. Are regarded as having such impairment.

Qualified employees or applicants with disabilities may request reasonable accommodations to perform their job duties. To request accommodations, contact your supervisor, designated manager, or Peyton Shipwash. The IPS Group will work with the individual to determine viable options for reasonable accommodation, provided the accommodation does not impose undue hardship.

Workplace Harassment Policy (TX)

The IPS Group is committed to maintaining a workplace free from harassment and retaliation. This zero-tolerance policy applies to all employees and extends to all work-related settings, including business trips and employer-sponsored events.

Sexual Harassment

The IPS Group strictly prohibits harassment based on sex or gender (including gender identity, sexual orientation, or pregnancy-related conditions). Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, physical, visual, or electronic conduct of a sexual nature that:

1. Explicitly or implicitly affects employment conditions.
2. Is used as the basis for employment decisions.
3. Creates a hostile, intimidating, or offensive work environment.

Other Forms of Harassment

Harassment based on race, color, religion, national origin, age, military status, disability, genetic information, or other protected characteristics is also prohibited.

Reporting Harassment

If you believe you have been subjected to or have witnessed harassment, report it to your supervisor, a member of your supervisory chain, or Peyton Shipwash. Complaints will be promptly and thoroughly investigated, and confidentiality will be maintained to the extent possible.

No Retaliation Policy

Retaliation against individuals who report harassment or cooperate in investigations is strictly prohibited. Individuals found to have engaged in retaliatory behavior will face disciplinary action, up to and including termination.

Investigation Procedures

Complaints of harassment will be impartially investigated, with findings shared with the complainant and the accused. Disciplinary actions, ranging from counseling to termination, will be taken as appropriate. Confidentiality will be maintained throughout the investigation process to the extent practicable.

Penalties for Violation

Violations of this policy will result in appropriate corrective action, including termination of employment where warranted.

For further information or to report violations, contact Peyton Shipwash at 281-479-4277 x 101.