



## ANTI-HARASSMENT AND NON-DISCRIMINATION POLICIES

### Equal Employment Opportunity (EEO) Policy

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Northwest Construction, Inc. (The Company) is an equal opportunity employer. The Company is committed to providing a workplace which is free from verbal, physical, visual and any other forms of harassment so everyone can work in a productive, respectful, and professional environment. We do not make employment decisions on the basis of race, color, religion, national origin, age, gender, pregnancy, sexual orientation, gender identity, gender expression, genetic information, marital status, physical, sensory or mental disability, Hepatitis C or HIV/Aids status, honorably discharged veteran and military status, use of a service animal or any other factor prohibited by law. We will make reasonable accommodation for employees with qualified physical and/or mental disabilities in accordance with state and federal law, provided the accommodation does not cause a direct threat to the individual or others in the workplace or if the accommodation creates an undue hardship to the Company. Any employee requiring accommodation must inform Human Resources in writing of their special needs as soon as they are known. The Company may take disciplinary action against any employee who willfully violates the Company's EEO policy.

### Harassment Will Not Be Tolerated

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Employees who violate this Discrimination and Harassment policy are subject to discipline, up to and including possible termination.

At Northwest Construction, we operate on the basis of mutual respect and are committed to providing a work environment that is free from unlawful harassment. Harassment, on the job or off, of your co-workers, outside vendors, and customers is strictly prohibited. The Company prohibits any form of unlawful employee harassment based on race, color, religion, sex, gender, sexual orientation, gender expression, gender identity, genetic information, disability, or any other protected status. This policy applies to conduct engaged in by employees or conduct engaged by someone not directly employed by the Company (e.g., customers and vendors).

### What is Harassment

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There are basically two types of sexual harassment:

1. "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions. This may include promises of employee benefits such as raises, promotions, and position transfers, etc., that are linked to compliance with sexual advances.
2. "Hostile work environment", where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment including managers, other employees, vendors, or customers.

Sexual harassment and discrimination are illegal under federal, state, and local laws.

### Examples of expressly prohibited sexual harassment include:

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- Unwelcome sexual advances
- Requests for sexual favors; and
- All other visual, verbal, or physical conduct of a sexual or otherwise offensive nature where:
  1. Submission to such conduct is either explicitly or implicitly made a term or condition of the individual's employment.
  2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions; or
  3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.



Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color religion, national origin, sex, marital status, sexual orientation, genetic information, age, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or any other characteristic protected by law, and:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance, or
- Otherwise adversely affects an individual's employment opportunities.

Examples of harassment based on sex, race, national origin, religion, age, or disability can include, but are not limited to:

- Cartoons or other visual displays of objects, pictures, or posters that depict such protected groups in a derogatory way.
- Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes towards such protected groups or individuals.
- Physical gestures that could be considered obscene or derogatory to a protected class.

Harassment includes harassment based on another person's gender, sexual orientation, gender identity; or harassment based upon pregnancy, childbirth, and other related medical conditions. It is also considered harassment when prohibited conduct is directed at another employee of the same gender as the harasser.

Examples of harassment based on a person's sexual orientation, gender identity or gender expression can include, but are not limited to:

- Asking unwelcome personal questions about a person's sexual orientation, gender identity or expression, transgender status or sex assigned at birth.
- Intentionally causing distress by disclosing the person's status against his/her wishes.
- Using offensive names, slurs, jokes or terminology about a person's orientation, identity, or expression.
- Deliberately misusing a person's preferred name, form of address or gender-related pronoun.

The Company is committed to taking reasonable steps to prevent harassment from occurring. We will take immediate and appropriate action when we know that unlawful harassment has occurred. To do this, however, we need the cooperation of all employees at all levels.

### **What To Do If Harassment Occurs**

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Each employee is responsible for supporting and adhering to this policy. Employees should never tolerate inappropriate behavior. If you believe that you have been subjected to or witnessed harassment or unlawful discrimination should discuss their concerns with their immediate supervisor, Human Resources, or any member of management, including Brett Ferullo, Owner, Northwest Construction.

When possible, the Company encourages individuals who believe they are being subjected to such conduct to clearly state your displeasure to the offender and advise the offender that his or her behavior is unwelcome and request that it discontinue. Often this action alone may resolve the problem. The Company understands and allows that the individual may prefer to pursue the matter through direct reporting to their immediate supervisor, Human Resources, or any other member of management.



Further, all employees (including those who do not feel comfortable speaking with the offending person) are encouraged to promptly report complaints or concerns so that swift action can be taken.

If an employee's immediate supervisor/manager is the alleged perpetrator, the report may be made to Human Resources or any other member of management, including Brett Ferullo, Owner, Northwest Construction.

Report any offending behavior whether such behavior is directed toward you personally or to other employees of the Company.

Supervisors and managers who know or receive reports of offending behavior *must* promptly notify Human Resources and/or Brett Ferullo, Owner, Northwest Construction so that appropriate action can be taken. All complaints will be promptly and thoroughly investigated.

The reporting of incidents or filing complaints of harassment may be a difficult personal experience, yet allowing the harassing behavior or activities to continue may create a more difficult personal experience or other less desirable outcomes. Employees are strongly urged to follow this procedure. However, filing malicious and false complaints is an abuse of this policy and is prohibited.

#### **Retaliation for Harassment Claims Prohibited**

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The Company will not permit retaliation against anyone for making a complaint or cooperating with an investigation. No loss of benefits, hardship, monetary or other penalty may be imposed on an employee as punishment for: 1.) filing or responding to a bona fide complaint of discrimination or harassment; 2.) providing information or acting as a witness in the investigation of a complaint; or 3.) serving as an investigator. Any person filing a complaint of harassment shall be treated with courtesy. Filing a complaint will not be used against the employee nor will it have an adverse impact on the individual's employment status.

Any employee who engages in harassment, unlawful discrimination, or retaliation will be appropriately disciplined, up to and including discharge.

#### **Harassment Claim Investigation**

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The Company will promptly and thoroughly investigate all claims of harassment. Complaints of discrimination or harassment will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that allegations of discrimination or harassment are shared with those who have a need to know so that the Company can conduct an effective investigation. Although we involve only those who are necessary to the investigation, the Company cannot promise complete confidentiality.

The reporting employee is usually requested to provide as many details of the harassment as possible, such as the date(s), location(s), name(s) of witnesses, or information about the alleged harasser(s). During the investigation, appropriate steps may be taken to minimize contact between the reporting employee and the alleged harasser. This may include schedule changes, temporary shift changes, or investigatory leave (usually for the alleged harasser).

If the Company concludes that unlawful harassment occurred, prompt and effective remedial action will be taken. This may include discipline of the harasser and other actions to remedy the effects of the harassment and to prevent further harassment. No action will be taken against any employee who in good faith files a complaint of harassment or assists in the investigation of such a complaint.



Employees who believe they have been retaliated against for having reported harassment or participating in an investigation of a harassment complaint are urged to promptly notify Human Resources so that their concerns can be investigated. Appropriate corrective measures will be taken if allegations of retaliation are substantiated.

### **Anti Bullying**

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The Company believes it necessary to delineate a policy regarding workplace bullying, as such bullying has numerous negative effects on both individual employees and the Company as a whole. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks.

The Company believes all employees should be able to work in an environment free of bullying.

Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, humiliate or undermine; or which create a risk to the health or safety of the employee(s). Some examples of workplace bullying include repeated acts such as:

- Threats, yelling, sabotage, physical intimidation
- Unwarranted or invalid criticism
- Blame without factual justification
- Being treated differently than the rest of the employees in a work group
- Being the target of cussing or disrespectful language
- Exclusion or social isolation
- Being the target of shouting or other behavior intended to humiliate the employee
- Excessive “prank” jokes or teasing of an employee

The Company considers workplace bullying unacceptable and will not tolerate it under any circumstances. Supervisors are to assume the responsibility to ensure employees are not bullied.

The Company encourages all employees to report workplace bullying to their supervisor, or another supervisor the employee is comfortable speaking with or to Human Resources. All complaints of workplace bullying will be treated seriously and investigated promptly. In the investigation process, the Company will attempt to maintain confidentiality to the fullest extent possible.

### **Open Door Policy**

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The Company is committed to maintaining a positive and pleasant environment in which to work and believes in an open door policy. You are encouraged to see your immediate supervisor with suggestions, questions, or problems relating to your job. You can contact Human Resources or any other management representative without regard to his or her position in the Company. While this procedure cannot result in every problem being resolved to your satisfaction, the Company values your opinions, and you should feel free to raise issues of concern.