



HARASSMENT / DISCRIMINATION POLICY

The law prohibits the harassment or discrimination of any employee on the basis of that individual’s race, color, religion, sex, age, national origin, mental or physical disability, veteran status or sexual orientation. Talley Construction Company Inc. will not tolerate the harassment or discrimination of any of its employees. Harassment or discrimination may include, slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, sexual advances, requests for sexual favors, verbal or physical behavior that may be offensive, the distribution or display of pictures or other materials that may be offensive or other conduct that could reasonably be perceived as creating a hostile or abusive work environment. Allegations of harassment or discrimination may also arise out of intimate relationships between employees or from the hostile or abusive actions of a customer, vendor or contractor against an employee or the hostile or abusive actions of an employee against a customer, vendor or contractor.

Sexual Harassment

One aspect of our policy requiring some clarification is the prohibition of any form of sexual harassment in the workplace. Sexual harassment includes unwelcome sexual advance, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No employee shall threaten or insinuate, either explicitly or implicitly, that another employee's/applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status evaluation, wages, advancement, assigned duties, or any other condition of employment or career development. Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct. Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

Any employee who feels that he or she is being harassed or discriminated, witnesses an employee being harassed or discriminated by someone outside Talley Construction Company Inc or witnesses an employee harassing or discriminating someone outside Talley Construction Company Inc must immediately report the matter to Talley Construction Company Inc EEO Officer. If that would prove to be uncomfortable, an employee may directly contact any other company officer. This same requirement applies to any employee who feels that he or she is being subjected to a hostile or abusive work environment. Talley Construction Company Inc will investigate all complaints made regarding this policy and will take actions based on the results of the investigation. A resolution may include, but will not be limited to, an apology, direction to stop behavior, counseling, warning, suspension with or without pay or termination. In the even the discriminatory or offensive behavior or any retaliation recurs, it should be immediately reported. This policy applies to all employees.

I acknowledge that I have received and reviewed the Talley Construction Company Inc Harassment/Discrimination Policy prohibiting sexual harassment and guidelines relative to preventing harassment and discrimination.

Name

Signature

Date

Amended June 2019