

# Equal Employment Opportunity, Affirmative Action, Non-Discrimination, and Non-Harassment Policy

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## **NON-DISCRIMINATION POLICY**

Brasfield & Gorrie is an equal opportunity/affirmative action employer and provides equal employment opportunity to all persons regardless of race, color, age, religion, sex, pregnancy, childbirth, a medical condition related to pregnancy or childbirth, national origin, disability, sexual orientation, genetic information, gender identity, marital status, uniform service, veteran status, citizenship status, or any other condition or status protected by law. Brasfield & Gorrie, therefore, prohibits discrimination on these bases in all aspects of the employment relationship, including recruiting, hiring, placement, transfers, promotions, training, education, terminations, working conditions, compensation, benefits, and other terms and conditions of employment. Brasfield & Gorrie's commitment to equal employment opportunity also includes making reasonable accommodations for religious needs or qualified individuals with known disabilities unless doing so would impose an undue hardship upon the Company's business operations.

As Chief Executive Officer, James Gorrie fully supports our EEO policy and affirmative action programs and is committed to the implementation of the Company's equal opportunity and affirmative action policies.

## **AFFIRMATIVE ACTION**

The Company will take affirmative action to ensure that equal opportunity for employment is provided with regard to all personnel actions, including but not limited to: (1) recruiting, hiring and promoting in all job categories; (2) decisions regarding employment; and (3) all other personnel actions such as compensation, benefits, transfers, bid opportunities, layoffs, recalls, training, education, social programs and recreational programs. The Company will also ensure that all employment decisions are based only on legitimate, non-discriminatory reasons.

In addition, the Company takes affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities and protected veterans (disabled veterans, recently separated veterans, Armed Forces service medal veterans, or active-duty wartime or campaign badge veterans) without discrimination based upon their physical or mental disability or specific veteran status, in all employment practices, terms, conditions, and privileges of employment. The Company will ensure that all personnel actions are administered without regard to disability or protected veteran status, and all employment decisions are based only on valid job requirements.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended (Section 503), the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA), or any other Federal, state or local law requiring equal opportunity for individuals with disabilities or protected veterans; (3) opposing any act or practice made unlawful by Section 503 or VEVRAA and their implementing regulations, or any other Federal, state or local law requiring equal opportunity for individuals with disabilities or protected veterans, or (4) exercising any other right protected by Section 503 or VEVRAA or their implementing regulations.

The non-confidential portions of the affirmative action program for individuals with disabilities and protected veterans shall be available for inspection upon request by any employee or applicant for employment during regular business hours by contacting Human Resources at 800.239.8017, ext. 1981, or by sending an email addressed to [employment@brasfieldgorrie.com](mailto:employment@brasfieldgorrie.com).

## **PAY TRANSPARENCY**

Brasfield & Gorrie will not terminate or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees

who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is: 1) in response to a formal complaint or charge; 2) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer; or 3) consistent with the Company's legal duty to furnish information.

### **ACCOMMODATIONS POLICY**

The Company provides reasonable accommodations to qualified employees and applicants with disabilities who require such accommodation, for employees who require pregnancy-related accommodations (including childbirth or related medical conditions), for an employee's sincerely held religious observance or beliefs, and for victims of domestic violence, sex offenses, or stalking, in accordance with applicable federal, state, and local law, and provided that the individual is otherwise qualified to safely perform the essential functions of the job and that any accommodations made do not cause the Company undue hardship.

Any such applicant or employee who feels he or she needs such an accommodation should immediately notify Human Resources by emailing [benefits@brasfieldgorrie.com](mailto:benefits@brasfieldgorrie.com). Human Resources will assess the request and engage in an interactive and cooperative dialogue with the individual regarding potential accommodations, including possible alternative accommodations, as well as the difficulties potential accommodations may pose. The Company will then inform the individual in writing whether an accommodation is granted or denied.

All medical or disability-related information provided to the Company in connection with a request for reasonable accommodation will be treated as confidential medical records and maintained in separate files in accordance with the law. If you believe that you are aware of a violation of this policy, follow the Company's complaint procedure to report the violation. The Company prohibits retaliation against employees who request an accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline up to and including termination.

### **NON-HARASSMENT POLICY**

Brasfield & Gorrie is committed to providing a work environment that is free of harassment on the basis of race, color, age, religion, sex, pregnancy, childbirth, a medical condition related to pregnancy or childbirth, national origin, disability, sexual orientation, genetic information, gender identity, marital status, uniform service, veteran status, citizenship status, or any other condition or status protected by law. Such conduct will not be tolerated by Brasfield & Gorrie.

### **HARASSMENT**

Harassment generally is defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts, or emails), or physical conduct (including physically threatening another, blocking someone's way, etc.) Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. The company reserves the right to determine if this policy has been violated.

### **SEXUAL HARASSMENT**

Sexual harassment, as one example of prohibited workplace harassment, includes unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to such conduct, advances, or requests is an explicit or implicit condition of employment
2. Submission to or rejection of such conduct, advances, or requests is used as the basis for employment decisions
3. Such conduct, advances, or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating,

hostile, or offensive work environment

Note that sexual harassment can occur between members of the same sex as well as between members of the opposite sex. For purposes of this policy, sexual harassment also includes but is not limited to:

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, or blocking normal movement
- Threatening or taking a negative employment action (such as termination, demotion, denial of an earned promotion, denial of a leave of absence, or a cut in pay) if a sexual advance is rejected
- Unwelcome sexual advances as well as unwelcome sexually suggestive, explicit, or flirtatious gifts, letters, notes, emails, voicemails, or other such communications
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- Obscene or vulgar gestures, posters, or comments
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- Propositions or suggestive or insulting comments of a sexual nature
- Addressing an individual with a term of endearment, nickname, or derogatory term not of that individual's choosing
- Derogatory cartoons, posters, and drawings
- Sexually explicit emails, text messages, or voicemails
- Uninvited touching of a sexual nature
- Unwelcome sexually related comments
- Conversation about one's own or someone else's sex life
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual
- Teasing or other conduct directed toward a person because of the person's gender

### **REPORTING AND INVESTIGATION PROCEDURES**

Brasfield & Gorrie views discrimination and harassment as very serious matters. Any employee who believes that he or she has been subjected to or witnessed conduct which violates this policy, or who believes that his or her employment is being adversely affected by such conduct, should contact the AlertLine immediately at 888.546.3577 or visit [brasfieldgorrie.alertline.com](http://brasfieldgorrie.alertline.com). If you prefer not to use the AlertLine, report the matter immediately to Human Resources at 800.239.8017, ext. 1891. Complaints will be investigated promptly and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible.

### **RETALIATION IS PROHIBITED**

Employees and applicants are protected from coercion, harassment, threats, intimidation, interference, or discrimination for filing a complaint, assisting in an investigation, opposing an unlawful act, or exercising other legally protected rights and can report and raise discrimination or harassment concerns without fear of retaliation or reprisal. Brasfield & Gorrie prohibits retaliation against an individual for reporting discrimination or for participating in an investigation of a claim of discrimination. Any such retaliation will not be tolerated and will result in discipline up to and including termination. If an individual has been subjected to any such retaliation, it should be reported in the same manner in which the individual would report a claim of discrimination or harassment under this policy. Violation of this policy, including any improper retaliatory conduct, will result in disciplinary action up to and including termination.