

WEHR CONSTRUCTORS, INC.

HUMAN RESOURCES POLICY & PROCEDURES

Subject:	Racial, Sexual & Other Unlawful Harassment	Policy No:	03-004
Approved By:	Dale R. Berry, CEO	Effective Date:	October 1, 2003

It is a violation of both state and federal law for any employee to discriminatorily harass any other employee. Wehr Constructors is committed to providing a work environment that is free of discrimination and unlawful harassment and it will not tolerate verbal or physical conduct which harasses, disrupts or interferes with another's work performance, or which creates an intimidating, hostile, abusive, or offensive work environment.

Verbal or physical conduct that may constitute discriminatory harassment includes, but is not limited to, actions, words, flirtations, advances, propositions, verbal abuse, jokes, verbal commentaries, or degrading words used to describe an individual, based on an individual's sex, race, color, age, religion, disability, national origin, veteran status, or any other legally protected characteristic. Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, abusive, or offensive work environment.

Prohibition against such conduct covers any officer, manager, supervisor, fellow employee, or a non-employee (such as a vendor, volunteer, delivery person or the general public) who has contact with our employees.

Because some conduct may be considered offensive by some and not by others, you may elect to advise your fellow employees if you are offended by their conduct or comments which could be perceived or found to be discriminatory harassment. Even if you choose to address the matter personally, you must also report the matter immediately to your supervisor. If you do not feel that the matter can be discussed with your immediate supervisor, you should contact our Office Administrator/Human Resources Manager at (502) 491-9250, or any other supervisory/managerial employee with whom you feel comfortable discussing this matter. Also, in order to maintain a work environment free of discrimination and unlawful harassment, every employee is responsible to report conduct or comments of which they have knowledge that may be inconsistent with this policy, even if they are not the object of the conduct or comments.

When a charge of harassment is made, an investigation will be conducted. The confidentiality and privacy of all employees involved will be respected to the extent possible. Any employee making such a report will not be discriminated or retaliated against because of having made the report.

Any employee who is found, after appropriate investigation, to have engaged in conduct contrary to this policy will be subject to appropriate sanctions depending upon the circumstances, which may include termination of employment. Conduct may be contrary to this policy and result in disciplinary action even though the conduct in question does not rise to the level of actionable harassment under the law.

Administrative Responsibility:

Office Administrator / Human Resources

Original Text
November 13, 1995