

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Harassment Policy</i>					
Last Revised:	January 13, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	1/24/2012 4:19:00 PM

HARASSMENT POLICY

PROHIBITION AGAINST HARASSMENT

We are committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including management, employee, coworker, patient guest, or vendor of ours, nor will we tolerate harassment by an employee of any vendor or guest.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's race, gender, ancestry, religion, national origin, age, pregnancy, physical or mental disability, veteran status, citizen status, sexual orientation, or other protected group status.

We will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Examples of harassing behaviour include, but are not limited to, epithets, derogatory slurs, derogatory posters or pictures, derogatory gestures, and unwanted physical contact.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment.;
2. Submission to or rejection of the conduct is used as a basis for an employment decision.;
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

All employees are responsible to help avoid harassment. Any employee who feels that he or she has experienced or witnessed harassment should notify the Safety Director, Project Manager, or Vice President. We forbid retaliation against anyone who in good faith reports harassment, assists in making a harassment complaint, or cooperates in a harassment investigation. No employee is exempt from this policy.

Our policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, we will keep complaints and terms of their resolution confidential. If an investigation confirms that harassment has occurred, or if it confirms that a false claim was filed, we will take corrective action, up to and including immediate termination of employment, as appropriate.

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