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SUBPART A - HARASSMENT

Berry Bros. General Contractors, Inc. (BBGCI) has a long-standing policy of ensuring a work environment which respects the dignity and worth of each individual and is free from all forms of unlawful discrimination, including sexual harassment and harassment based on any individual characteristic protected by law. Violations of this harassment policy by any employee of **BBGCI** will not be tolerated in the workplace or any business related setting. Any employee who harasses any other employee, any client, affiliate or associate of **BBGCI** is subject to discipline up to and including termination.

Berry Bros. General Contractors, Inc. does not and will not tolerate harassment of any kind.

SUBPART B - SEXUAL HARASSMENT

For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:




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

Some behaviors that may constitute sexual harassment include, but are not limited to:

- Threatening to, granting or denying employment actions based on sexual favors.
- Unwelcome flirtations.
- Propositions or advances of a physical or verbal nature.
- Unwelcome physical contact of a sexual nature.
- Lewd whistling, leering, or sexual gestures.
- Offensive remarks in reference to appearance, sexual preference, etc.
- Sexual jokes, pictures, objects, etc.
- Offensive language of a sexual nature.

SUBPART C - WORKPLACE HARASSMENT

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For the purpose of this policy, prohibited workplace harassment is defined as either verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group based on race, color, national origin, ethnicity, gender, age, religion, disability, veteran status, or any other individual or group characteristic protected by law.

Physical or verbal behavior of the nature described above will constitute prohibited harassment when it has the purpose or effect of:

- Creating an intimidating or offensive work environment.
- Interfering with a group of individual's work performance.


SUBPART D - REPORTING HARASSMENT

BBGCI encourages prompt reporting of all incidents of prohibited harassment. If you believe you are being harassed or have observed harassment you believe to be in violation of this policy, the Company strongly encourages you to promptly report the details of the incident to your supervisor and / or to the Human Resource Department.

Any and all reports of harassment will be promptly and thoroughly investigated by the Human Resource Department. Confidentiality will be maintained throughout the investigation to the extent practical and in the best interest of the Company and the employees. The aggrieved party as well as the party(s) accused will be informed of the findings and any appropriate remedial actions will be taken.

SUBPART E - RETALIATION / REPRISALS PROHIBITED

Individuals reporting harassment or involved in the investigation of harassment will not be subject to reprisal or retaliation. Such retaliation is a serious violation of Company policy and should be reported immediately.

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SUBPART F - MANAGEMENT / SUPERVISOR RESPONSIBILITY

The managers and supervisors of **BBGCI** will be held accountable for adhering to this policy and for prompt reporting of any incident reported or observed. Any manager or supervisor who fails to notify the Human Resource / Risk Management Department of any harassment incident is subject to disciplinary action up to and including termination of employment.

If you feel you have been the victim of harassment by vendors, visitors, customers, co-workers, or supervisors, or if you observe conduct which may be harassment prohibited by this policy, please contact your supervisor immediately. If you are uncomfortable speaking to your supervisor, please feel free to bring your concerns to any manager. Confidential investigations will be conducted promptly. Appropriate corrective actions will be taken upon completion of the investigation.


SUBPART G - COMMUNICATIONS

In order to do our best work, each of us expects to be and is entitled to be treated with respect by our co-workers. Communications between employees at all levels are required to be courteous, respectful, and professional. When we are talking to or about each other, what we say and how we say it are important.

Gossip about individuals and abusive language of any kind are contrary to our standard of communications.

SUBPART H - WORKPLACE VIOLENCE

BBGCI is dedicated to providing a safe environment for our employees, customers, vendors, and visitors. The intention of this policy is to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. All employees are strictly bound by the provisions of the policy described here. Any employee of **BBGCI** who violates any provisions of this policy may be removed from the premises, subject to disciplinary action up to and including termination, and/or prosecuted on criminal charges.

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Provisions of Policy

- **Prohibited Conduct**

Violence of any sort, including, but not limited to:


- Verbal or written abuse
- Temper tantrums
- Unwelcome physical contact
- Slapping, hitting, punching
- Horseplay
- Threats
- Harassment
- Fighting
- Disruptive behavior
- Stalking
- Assault
- Cursing
- Rape
- Murder

- **Prohibited Weapons**

Guns, knives, and other items that may be used as a weapon may be forbidden on designated **BBGCI's** premises.

- **Security Measures**

BBGCI reserves the right in its sole discretion and to the maximum extent allowed by law, to implement security measures to restrict unauthorized entry,

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conduct surveillance and inspections, and create an orderly and reasonably safe working environment.

- **Searches**

BBGCI reserves the right to inspect work areas, vehicles, lockers, desks, offices, and company or personal property, including but not limited to packages, purses, and containers of any sort. These searches may be conducted in connection with the investigation of any report of violence or threat of violence and/or harassment when there may be risk to persons on **BBGCI** property. Any employee who refuses to submit to a search when requested by the Company will be terminated.

- **Duty to Report**

No individual on **BBGCI** premises should ignore or disregard violent, harassing, intimidating or other disruptive behavior. All employees, customers, vendors, and visitors have a duty to immediately report any behavior that they believe violates this policy. Reports should be made to a supervisor, manager, or to the Human Resource / Risk Management Department or representative.

- **Investigation of Reports**

All reports of conduct prohibited by this policy will be promptly investigated. If **BBGCI** determines that a violation of this policy has occurred, prompt and appropriate action will be taken. All violations must be documented for retention as a matter of record.



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