

## **Purpose Statement**

All Saunders Construction employees are expected to model the Company's core values. Saunders Construction is committed to a field and office work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits illegal discrimination.

## **Process**

1. Saunders Construction will recruit, hire, train, promote, and compensate its employees based upon factors such as work quality, behavior, training, and experience. In compliance with local, state, and federal laws, we provide equal employment opportunity regardless of an individual's race, color, creed, national origin, protected age category, gender, religion, marital status, sexual orientation, military status, genetic information, physical or mental disability of any individual who is otherwise qualified, or any other class protected by law.
2. HR provides training on an annual basis to managers, supervisors, and workers in diversity awareness and human relation skills, including conflict resolution and interpersonal communication.
3. The Company Harassment Policy is reviewed regularly and posted in the main office and all jobsites. The HR Department ensures that allegations of misconduct are appropriately investigated and documented and that disciplinary actions are implemented in a fair and consistent manner.
4. Reporting Harassment
  - a. Employees who consider any person's behavior to be offensive or unwelcome are encouraged (but not required) to tell that person and request that the conduct stop. Persons so told should promptly and graciously comply with such requests or seek direction from their supervisor.
  - b. Saunders encourages the person who is offended to inform management immediately of the situation rather than waiting until they determine whether the offender will comply with their request.
  - c. Every employee who reasonably suspects that harassment has occurred, including everyone who believes that he or she is a victim of harassment, must immediately report the circumstances to their immediate supervisor, to a member of the Management Team, or to the Human Resources Manager. Employees should never assume that management is already aware of the situation. They should never assume that it is someone else's duty to report.
  - d. The Company will investigate all complaints. Those alleging or aware of harassment may be required to provide a written statement regarding their allegations. Although those who report harassment should not expect anonymity, the identity of any individual making a complaint or participating in an investigation will be handled discretely.

- e. Saunders Construction prohibits any retaliation against a victim, reporter, or witness of harassment because of his or her report. Any employee or agent of Saunders Construction who has been found by the Company, after an appropriate investigation, to have engaged in discrimination, harassment, or retaliation in violation of this policy will be subject to appropriate sanctions up to and including termination.
5. Standards of Conduct
- a. In dealings with customers, subcontractors, the general public, and with each other, employees must show respect for others.
  - b. They should be present for work on a regular and punctual basis.
  - c. They should be competent, honest, and display a positive attitude. T
  - d. They should avoid the appearances of impropriety and preserve the confidentiality of sensitive information.
  - e. They should demonstrate the highest ethical and professional standards.

### **Reference Library**

SCI Portal Information:

*Human Resources > Policies > EEO Policy*

*Human Resources > Policies > Employee Guidelines*