

Equal Employment Opportunity and Sexual Harassment Policies

For

Chatham Trades, Inc.

June 2020

Workplace Violence and Prevention Policy Record of Changes

Description of Changes	Date	Review/Revision by
Reviewed	10/2019	Shawn Poe
Revised	6/2020	Jessica Godfrey

Equal Employment Opportunity Policy

Chatham Trades, Inc. is an equal opportunity employer. We are committed to the principles of Equal Employment Opportunity and are committed to making employment decisions based on merit and value. We are committed to complying with all Federal, State, and local laws providing Equal Employment Opportunities, as well as all laws related to terms and conditions of employment. We desire to maintain a work environment free of harassment or discrimination due to sex, race, religion, color, creed, national origin, sexual orientation, citizenship, physical or mental disability, marital status, familial status, ethnicity, ancestry, status as a victim of domestic violence, age or any other status protected by Federal, State or local laws. Any individual at any time, even after separation of employment, who feels this policy has been violated, should use the reporting procedure established in the section below, "How to Report a Violation of Policy".

Sexual Harassment Policy

Chatham Trades, Inc. prohibits sexual harassment of its employees and applicants for employment by any employee, non-employee, third party, client or applicant. Such conduct may result in disciplinary action up to and including discharge. This policy covers all employees. Chatham Trades, Inc. will not tolerate, condone or allow sexual harassment, whether engaged in by fellow employees, supervisors, associates, clients or others who conduct business with Chatham Trades, Inc.

Sexual harassment is any behavior that includes unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature when:

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

Chatham Trades, Inc. will not tolerate any form of sexual harassment, whether verbal (epithets, derogatory statements, slurs, sexually-related comments, unwelcome sexual advances, requests for sexual favors), physical (assault or inappropriate physical contact) or visual (posters, cartoons and drawings).

No supervisor shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect that person's employment, compensation, advancement, assigned duties, or any other term or condition of employment or career development. Sexual joking, lewd pictures and any conduct that tends to make employees of one gender "sex objects" are prohibited.

Chatham Trades, Inc. employees are entitled to work in an environment free from

sexual harassment and a hostile or offensive working environment. We recognize sexual harassment as unlawful discrimination, akin to conduct that belittles or demeans any individual on the basis of race, religion, national origin, sexual preference, age, disability, or other similar characteristics or circumstances. Any individual at any time, even after separation of employment, who feels this policy has been violated should use the reporting procedure established in the section below, "How to Report a Violation of Policy".

Anti-Harassment/Bullying Policy

In addition to prohibiting sexual harassment, Chatham Trades, Inc. also prohibits harassment/bullying of any employee based on an individual's sex, race, religion, color, creed, sexual orientation, national origin, citizenship, age, disability, marital status, familial status, status as a victim of domestic violence, ethnicity, ancestry, or any other personal attribute protected by federal, state or local law.

Harassing/bullying an employee may be grounds for immediate discharge. While it is not easy to define what harassment is, examples include verbal (including improper joking or teasing) or physical conduct that denigrates or shows hostility or aversion towards an employee because of his or her sex, race, religion, color, creed, sexual orientation, national origin, citizenship, age, disability, marital status, familial status, status as a victim of domestic violence, ethnicity, ancestry, or any other personal attribute protected by federal, state or local law. Any individual at any time, even after separation of employment, who feels this policy has been violated, should use the reporting procedure established in the section below, "How to Report a Violation of Policy".

How to Report a Violation of Policy

If you believe that someone has violated any employment policy, you should bring the matter to the immediate attention of the Executive Director, who will promptly investigate the facts and circumstances of any claim of perceived harassment or discrimination. To the extent possible, Chatham Trades, Inc. will endeavor to keep the complaining employee's concerns confidential. In the event you have not received a satisfactory response within five (5) days after reporting any incident of what was perceived to be harassment or discrimination, immediately contact the Board President.

No employee will be subject to, and Chatham Trades, Inc. prohibits any form of discipline or retaliation for, reporting incidents of harassment or discrimination in violation of Chatham Trades, Inc. employment policies, pursuing any such claim or cooperating in the investigation of such reports.

Chatham Trades, Inc. is committed to enforcing these employment policies against all forms of harassment and discrimination. The effectiveness of our efforts, however, will depend largely on your telling us about inappropriate workplace conduct. If you feel that you or someone else may have been subjected to conduct which violates these policies, you

should report it immediately. If employees do not report such conduct, Chatham Trades, Inc. may not become aware of possible violations of these policies and may not be able to take appropriate corrective action.

Retaliation is a serious violation of these policies and should be reported immediately. Any person found to have retaliated against another individual for reporting discrimination or harassment will be subject to appropriate disciplinary action, up to and including termination.

**RECEIPT OF
CHATHAM TRADES EQUAL EMPLOYMENT OPPORTUNITY AND SEXUAL HARASSMENT
POLICIES**

Please sign below acknowledging that you have received the Chatham Trades Equal Employment Opportunity and Sexual Harassment Policies and that you have reviewed and understand the policy.

Keep the Chatham Trades Equal Employment Opportunity and Sexual Harassment Policies for your records.

The provisions contained in the Chatham Trades Equal Employment Opportunity and Sexual Harassment Policies will apply whether or not this receipt is returned.

I acknowledge receiving a copy of the Chatham Trades Equal Employment Opportunity and Sexual Harassment Policies and have reviewed and understand the contents.

Employee Signature

Date