

<p align="center"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaindinois.us </p>	Office Use Only (09/15)	
	Requested by:	Date:
	Approved by:	Date:
	Certification	
	Date:	
Certificate Expiration Date:		

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

Section I. Identification

1. Company Name and Address:

Name: Homer Tree Service, Inc.

d/b/a: SAME

Address: 16464 West 143rd Street

City/State/Zip: Lockport, IL 60441

Telephone Number(s) include area code: (815) 838-0320

Check one of the following

Corporation	<input checked="" type="checkbox"/>	Partnership	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input type="checkbox"/>
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FEI Number: 37-1181097 Social Security Number: _____

2. Name and Address of the Company's Principal Office (answer only if not the same as above)

Name: _____

Address: _____

City/State/Zip: _____

3. Major activity of your company (product or service): Land Clearing

4. Project on which your company is bidding: UoI Civil Engineering Hydro System

5. City of Urbana contact staff assigned to contract: LAB

SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	✓	
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: <u>Jonathan Hestarczyk</u> Title: <u>Chief Operating Officer</u> Telephone: <u>(815) 905-9034</u> Email: <u>Jonathan@homertree.com</u>	✓	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO statement is enclosed. You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.	✓	
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.	✓	
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	✓	
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	✓	
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?	✓	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		✓
I.	Does the company have collective bargaining agreements with labor organizations?	✓	
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?	✓	
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)		✓
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)	✓	

SECTION III. Employment Information

IMPORTANT: Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions.** If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

TABLE A – TOTAL CONTRACTOR/VENDOR WORKFORCE

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs	2		2									
Professionals												
Technicians												
Sales Workers	2		2									
Office & Clerical		4		4								
Craft Workers (Skilled)	8		4				4					
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL	12	4	8	4			4					

M = MALE, Column B is sum of Rows D, F, H, J and L.
F = FEMALE, Column C is sum of Rows E, G, I, K and M.

Date of above Data: 11-12-18

TABLE B* - EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT

Job Categories	TOTAL EMPLOYEES		BLACK EMPLOYEES		HISPANIC EMPLOYEES		OTHER MINORITY EMPLOYEES	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)	2				2			
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	2				2			

*Totals included in Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

For Contractors: Data provided in Table B will be verified by worksite inspections.

TABLE C - WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical		2				2		
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL		2				2		

SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

J. L. Latham
Signature

Jonathan Lestarczyk, COO
Printed Name and Title

jonathan@homertree.com
E-mail Address

11/12/18
Date

SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?

YES ☒

NO ☐

2. Have you enclosed your company's EEO statement?

YES ☒

NO ☐

3. Have you enclosed your company's Sexual Harassment policy?

YES ☒

NO ☐

DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black of African-American (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino. All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

Officials and managers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

Professionals. Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

Technicians. Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales. Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical. Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft workers (skilled). Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled). Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled). Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

Service workers. Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.



16464 W. 143RD STREET SUITE B • LOCKPORT, IL 60441
PHONE: 815-838-0320 • FX: 815-838-6027 • WWW.HOMERTREE.COM

EQUAL EMPLOYMENT OPPORTUNITY
AND
AFFIRMATIVE ACTION POLICY

It is the policy of Homer Tree Service to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age, disability, or any other classification protected by federal, state, or local laws. Such action shall include: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, pre-apprenticeship, and/or on-job training.

I, Ronald Reposh, President of Homer Tree Service, have designated the following person as the EEO/AA Officer: Jonathan Lestarczyk
Chief Operating Officer, Homer Tree Service, Inc.

This EEO/AA Officer has the responsibility for, and is capable of, effectively administering and promoting the EEO/AA program and is assigned adequate authority and responsibility to do so.

EEO is the opportunity of all applicants for equal employment without regard to race, religion, sex, color, national origin, age, disability, or any other classification protected by federal, state or local laws.

AA is the specific action taken to assure minorities and women will have equal opportunity for employment.

Homer Tree Service will use its best efforts to obtain the cooperation of unions to increase minority group opportunities within the unions and to effect referrals by unions of minority group employees.

1. Homer Tree Service will use our best efforts to develop in cooperation with the unions, joint training programs aimed toward qualifying more female and minority group members for membership in the unions and increasing the skill of female and minority group employees so that they may qualify for higher paying employment.

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HOMER TREE SERVICE
EEO/AA POLICY

2. Homer Tree Service will use our best efforts to incorporate an equal employment opportunity clause into all union agreements to the end that such unions will be contractually bound to refer to applicants without regard to their age, disability, race, color, religion, sex, or national origin.

3. Homer Tree Service will in the event a union is unable to refer applicants as requested by us within the time limit set forth in the union agreement, will through our recruitment procedure, fill the employment vacancies without regard to age, disability, race, color, religion, sex or national origin, making full efforts to obtain qualified minority group persons.

We will use the following avenues to seek out minority and female applicants: we will contact the Workforce development Center in the local area; and we will place ads in the Joliet Herald News and The South Suburban Newspapers.

We will contact the Local 150 Union Hall for qualified referrals to be sent out, encouraging minorities and females to be considered.

We will also place ads in the local newspapers in a foreign language, and place ads in female affiliated newspapers or newsletters to encourage minorities and females to apply.

Homer Tree Service certifies that it is providing non-segregated facilities for our employees. No employee is denied access to adequate facilities on the basis of sex or disability.

1. Homer Tree Service will assist in locating, qualifying and increasing the skills of minority group employees and applicants for employment. The training and promotion policy is open to all prospective trainees and employees without regard to race, religion, sex, color, national origin, age or disability.

2. Consistent with manpower requirements and as permissible under Federal and State regulations, we will make full use of training programs, i.e. pre-apprenticeship, apprenticeships, and/or on the job-training programs for the geographical area of contract performance.

3. Homer Tree Service advises employees and applicants for employment of available training programs and entrance requirements for each. This will be accomplished by job site postings.

4. Homer Tree Service will periodically review the training and promotion potential of minority group employees will encourage eligible employees to apply for such training and promotions. This performance review will be done on an annual basis.

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HOMER TREE SERVICE
EEO/AA POLICY

5. Homer Tree Service will review apprentice(s) progress on a monthly basis.

6. The company is willing to train all applicable union trades when resources are available and it is deemed practical. We will also strive to train the following classification:
Machine Operators.

This company will advise prospective employees/trainees of available training opportunities such as employee handbooks, job site postings, on-the-job training and classroom education as provided by the Apprenticeship Program as set forth by the Union.

This company will assure that all training promotions are open to all prospective trainees and employees, without regard to race, religion, sex, color, national origin, age, disability, or any other classification protected by federal, state or local laws.

The company will have a quarterly review of each trainee enrolled and will go over that review with the trainee. Each trainee's training evaluation will be retained in file and promotion opportunities will be considered yearly through a performance review.

We intend to train in the following job classification: Machine Operator.

Maximum trainee/journeyman worker rates by craft is to be 1 to 3.

The trainee rate of pay is a minimum percentage of the journeyman worker rate of pay on federal aid projects is:

First 2 Quarters	(of training period)	60%
Third Quarter	(of training period)	75%
Fourth Quarter	(of training period)	90%

EEO/AA Officer

Date

Company Officer

Date



Equal Employment Opportunity

It is the policy of Homer Tree to ensure equal opportunity to all employees and applicants regardless of race, color, religion, sex, age, national origin, or handicap. Discrimination of any kind will not be tolerated within Homer Tree.

This policy applies to all terms, condition, and privileges of employment including hiring, probation, training, placement and employee development, promotion, transfer, compensation, benefits, educational assistance, disciplinary process, layoff and recall, social and recreation programs, employee facilities, termination, retirement. Furthermore, pursuant to this policy, the company will not condone or excuse harassment, including sexual harassment, of employees or applicants.

Any employee who believes he or she has been victim of discrimination or harassment should report the incident immediately to Jonathan Lestarczyk, EEO Officer. All complaints will be investigated thoroughly and appropriate disciplinary action, up to including termination, may result if such claims are substantiated.

Jonathan Lestarczyk
Homer Tree Service, Inc.
(815) 838-0320

Your Employment with Homer Companies

Diversity and Equal Employment Opportunity

At Homer Companies we are committed to providing an outstanding service. This means that we select, place, train, and promote the best-qualified employees based upon relevant factors such as, work quality, performance and experience. Every applicant and employee has an equal employment opportunity without regard to non-work related factors, such as, race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, citizenship status, veteran status, arrest records, ancestry, age, physical or mental disability, medical condition (including pregnancy, childbirth, or related medical conditions), or any other consideration made unlawful by applicable federal, state, or local law. Equal employment opportunities will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, compensation, benefits, discipline, layoff, recall, termination, or any other terms, conditions, or privileges of employment.

Americans with Disabilities Act Policy (ADA)

The Company is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities who can perform the essential functions of the job, which may include providing reasonable accommodation where appropriate and supported by medical documentation. The Company will evaluate an individual's ability to perform, with or without a reasonable accommodation, the essential functions of the job held or desired. The Company will make every effort to provide a reasonable accommodation if necessary and will require medical documentation of the disability and the specific accommodation requested. In general, it is the employee's responsibility to promptly notify his/her supervisor or Human Resources of the need for accommodation, the type of accommodation requested, and to provide medical documentation. Once the Company is aware of the request for an accommodation, the Company will engage in an interactive process to identify possible accommodations that will enable the applicant or employee to perform the essential functions of the job. The employee's supervisor or Human Resources may ask the employee for his/her input regarding the type of accommodation he/she believes may be necessary and/or the functional limitations caused by his/her disability. In addition, when appropriate, the Company may need the employee's written permission to obtain additional information from his/her physician or other medical or rehabilitation professionals or the Company may require him/her to provide medical documentation.

The Company fully complies with the ADA, as amended, and prohibits discrimination and/or harassment of disabled employees.

Anti-Harassment Policy

The Company is committed to maintaining a work environment that is free from all forms of unlawful discrimination and harassment for all employees. In keeping with this commitment, the Company will not tolerate unlawful harassment of its employees by anyone including managers, supervisors, co-workers, or persons doing business with or for the Company. This policy prohibits sexual harassment of employees as well as harassment and discrimination against employees based on any legally protected basis which may include race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, pregnancy, disability, military status, sexual orientation, genetic information, arrest record or any other legally protected status. The Company will not tolerate such unlawful harassment or discrimination of an employee whether engaged in

by another employee, manager, client, or vendor of the Company or anyone else with whom the employee comes in contact as a result of working for the Company.

Employees who wish to register a complaint regarding job-related harassment or discrimination based on any legally protected basis should follow the procedure set forth in the Anti-Harassment Policy.

I. What is the Company's Policy on Harassment?

It is the policy of the Company to maintain a safe and professional work environment free of harassment and discrimination for all of its employees. To that end, the Company has adopted the following policy:

The Company strictly prohibits any unlawful or sexual harassment of any employee. The Company strictly prohibits all other forms of harassment or discrimination of any employee based upon the person's race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, pregnancy, disability, military status, sexual orientation, genetic information, arrest record, or any other legally protected status. The Company is committed to the prevention of any and all impermissible harassment and discrimination.

II. What is Harassment?

Harassment includes, but is not limited to, ethnic slurs or racial epithets, name-calling, jokes, cartoons, pictures, gestures, unwelcome physical touching, and other conduct whether verbal, physical, or visual, that is based on a person's race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, pregnancy, disability, military status, sexual orientation, genetic information, arrest record, or any other legally protected status.

Harassment can also include sexual harassment which is defined as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can take many following forms. By way of illustration only, and not limitation, some examples of unacceptable behavior include the following:

- Sexual remarks, jokes, or other sexual conduct that interferes with another person's work performance or creates an intimidating, hostile or offensive work environment;
- Unwanted sexual advances;
- Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity;
- Visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;

- Verbal sexual advances, propositions, requests or comments;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- Physical conduct, such as touching, assault, impeding or blocking movement; and
- Physical or verbal abuse concerning an individual's actual sex or the perception of the individual's sex.

Harassment can occur between any employees, male or female, whether supervisor or not, or between an employee and a client, customer or other non-employee. Our Company will not tolerate harassment of our employees, or of customers or vendors, nor will the Company tolerate harassment by customers or vendors. If you have any questions about what constitutes harassment, please ask your supervisor, Human Resources, or another member of management.

All employees are expected to refrain from conduct or behavior that could be interpreted by other employees as harassing or intimidating or that could create a hostile or offensive working environment, such as the following:

- Using offensive or demeaning words, terms or phrases that have sexual connotations;
- Making or passing of sexual jokes, discussions of sexual activities, or graphic commentary about an individual's body, sexual prowess, or sexual deficiencies;
- Engaging in inappropriate touching or other physical contact;
- Displaying in the workplace sexually suggestive or inappropriate objects or pictures;
- Creating the impressions expressly or implicitly that an employee's job security, job assignments, conditions of employment or opportunities for advancement are in any way dependent on the granting of sexual favors;
- Making offensive or demeaning statements (whether oral or written), including "jokes", cartoons, or other materials, concerning an employee's race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, pregnancy, disability, military status, sexual orientation, genetic information, arrest record, or any other legally protected status.

III. Who does this policy apply to?

This anti-harassment policy applies equally to all persons employed by the Company and any temporary worker, contractor, or third party working on the Company's premises or with Company employees. Harassment can apply to conduct outside the workplace as well as on the work site.

IV. What should I do if I feel I'm being harassed?

All employees have a right to work without harassment. If any employee feels that he/she is being harassed by a co-worker, a supervisor, a manager, a vendor, a customer, or anyone else with whom they have come into contact with in connection with their employment with the Company, he/she should make an effort to immediately tell the harasser to stop the offending behavior.

All employees are advised that no member of management, regardless of their title, is authorized to condition tangible employment actions - e.g., promotion, demotion, etc. - upon submission or opposition to harassment of any kind. A threat or an attempt by any supervisor or member of

management to take such actions should be reported immediately, if possible, before any tangible employment action takes place.

The Company has an “open door” policy. This means that any employee who feels harassed should immediately and personally report the harassment to any one or all of the following people:

- *Human Resources*
- *Manager/Supervisor*
- *Other Officer of the Company*

An employee is not required to first report harassment to a supervisor or manager. An employee may report harassment to any of the people listed above. It is the responsibility of every employee to prevent and eliminate harassment in the workplace. Accordingly, all employees are required to comply with the procedures as outlined above. If any employee witnesses another person being harassed, that employee should report the harassment to one of the people listed above.

IF YOU DO NOT REPORT HARASSMENT OR DISCRIMINATION, THE COMPANY MAY NOT OTHERWISE BE AWARE OF THE BEHAVIOR AND MAY THEREFORE BE UNABLE TO INVESTIGATE AND CORRECT THE SITUATION. THE COMPANY REQUIRES THAT ALL SUSPECTED OR ACTUAL HARASSMENT OR DISCRIMINATION BE IMMEDIATELY REPORTED. THIS POLICY APPLIES TO ANY SITUATION, WHETHER SUCH CONDUCT IS DIRECTED AT YOU OR SOMEONE ELSE.

V. What will happen after I report harassment?

Such reports will be investigated in a thorough, prompt, and professional manner in accordance with the Company's investigative procedure. The facts of each case will determine the response to each allegation. Appropriate disciplinary action, up to and/or including termination of employment, will be taken if it is determined that an employee has violated the Company's policy on harassment or discrimination and/or has engaged in inappropriate conduct.

All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process.

If, following remedial action, the unwelcome harassment continues, another report of the conduct must be made in accordance with the procedures in this policy so that the Company can take further remedial measures appropriate to end the conduct.

VI. Anti-Retaliation

The Company is committed to prohibiting retaliation against those who – in good faith – report, oppose, or participate in an investigation of alleged wrongdoing in the workplace. If you feel that you are being retaliated against you should immediately contact one of the individuals listed above. In addition, if you observe retaliation by another employee, supervisor, manager or non-employee, please report the incident immediately.

Any employee found to be responsible for violating this policy or ignores potential violations may be subject to appropriate disciplinary action, up to and/or including termination of employment.