



Denham-Blythe Company, Inc.

design/build

Lexington KY | Nashville TN | Greenville SC

www.denhamblythe.com

## Discrimination, Sexual Harassment and Other Unlawful Harassment Policy

**Denham-Blythe is committed to providing a work environment in which all individuals are treated with respect and dignity. It is the policy of Denham-Blythe to ensure equal employment opportunity without discrimination or harassment on the basis of an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic. Sexual harassment is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.**

Sexual harassment constitutes discrimination and is illegal. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Sexual harassment may include, but is not limited to: sexual jokes and innuendos; verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess, or sexual deficiencies; leering or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic is strictly prohibited. Harassing conduct may include, but is not limited to: slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and, display or circulation of written or graphic material that denigrates an individual based on the characteristics mentioned above.

This policy applies to all applicants and employees. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips and business-related social events.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Human Resources Coordinator or any other member of management with whom the employee feels comfortable. Employees can raise concerns and make good faith reports without fear of reprisal. Any retaliatory action of any kind taken by any person as a result of an individual making a report or complaint of harassment or for cooperating in an investigation conducted under this policy is prohibited and shall be regarded as a separate and distinct case for complaint and/or disciplinary action.

Any supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the Human Resources Coordinator. All complaints of harassment of any type will be investigated promptly in an impartial and confidential manner. Corrective and preventative actions will be taken, when necessary.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Any subcontractor, vendor, or client found to have violated this policy may have its relationship with Denham-Blythe terminated.