



*Adopted by the Board of Directors September 12, 2007*

## **ASA- Houston Chapter ANTI-HARASSMENT POLICY**

It is the policy of the American Subcontractors Association (ASA)-Houston Chapter to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships between employees and is free from all forms of harassment of any employee or applicant for employment by anyone, including supervisors, co-workers, vendors, or customers. Harassment in any manner or form is expressly prohibited and will not be tolerated by the Company. Accordingly, ASA-Houston Chapter management is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels within ASA-Houston Chapter. All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, ASA-Houston Chapter will immediately take appropriate disciplinary action, including written warnings and possible suspension, transfer and/or termination. ASA-Houston Chapter will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of the same.

1. The term "harassment" includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including, but not limited to, cancer related or HIV/AIDS related) or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
  - a. Submission to such conduct is an explicit or implicit term or condition of employment.
  - b. Employment decisions are based on an employee's submission to or rejection of such conduct; or,
  - c. Such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
3. The term "harassment" may also include conduct of employees, supervisors, vendors and/or customers who engage in verbally or physically harassing behavior which has the potential for humiliating or embarrassing an employee of the Company.

### Complaint Procedure

The Company provides its employees with a convenient and reliable method for reporting incidents of harassment, including sexual harassment. Any employee who feels that he/she has been or is being harassed, or discriminated against, is encouraged to immediately inform the alleged harasser that the behavior is unwelcome. In most instances, the person is unaware that his/her conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not reoccur. If the informal discussion with the alleged harasser is unsuccessful in remedying the problem or if such an approach is not possible, the employee should immediately report the complained-of conduct to his/her immediate supervisor, any officer of the Board of Directors, or if necessary for resolution, to the chapter attorney. The report should include all facts available to the employee regarding the harassment.



### Confidentiality

All reports of harassment will be treated seriously. However, absolute confidentiality is not promised nor can it be assured. ASA-Houston Chapter will conduct an investigation of any complaint that will require limited disclosure of pertinent information to certain parties, including the alleged harasser.

### Investigative Procedure

Once a complaint is received, the Executive Committee, or if necessary, the chapter attorney for ASA-Houston Chapter will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred. Once the investigation is completed, a determination will be made regarding the validity of the harassment allegations. If it is determined that harassment has occurred; prompt, remedial action will be taken. This may include some or all of the following steps:

1. Restore any lost terms, conditions or benefits of employment to the complaining employee.
2. Discipline the harasser. This discipline can include written disciplinary warnings, transfer, demotion, suspension, and termination. If the harassment is from a vendor or customer, ASA-Houston Chapter will take appropriate action to stop the complained-of conduct.

### Duties of Employees and Supervisors

All employees of ASA-Houston Chapter, both management and non-management, are responsible for assuring that a workplace free of harassment is maintained. Any employee may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace. ASA-Houston Chapter strives to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort. All ASA-Houston Chapter supervisors and managers are expected to adhere to this anti-harassment policy. Supervisors' evaluations will include an assessment of the supervisor's efforts in following and enforcing this policy. All managers and supervisors are responsible for doing all they can to prevent and discourage harassment from occurring. If a complaint is raised, supervisors and managers are to act promptly so the Executive Committee, or if necessary, the chapter attorney may proceed with an investigation. If a supervisor or manager fails to follow this policy, they will be disciplined. Such discipline may include termination.