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# INTRODUCTION

STO Building Group ("STOBG" or the "Company") is an equal opportunity employer and committed to maintaining a work environment that is free from discrimination and harassment, where everyone is treated with respect and dignity. The Company has developed this Non-Discrimination and Anti-Harassment Policy ("Policy") to protect STOBG employees, clients, partners, and other stakeholders from discrimination and harassment based on certain personal characteristics, such as race, ethnicity, sex, age, or disability. As a member of the STOBG family, you are protected by this Policy, and you also are required to comply with it.

## POLICY

This Policy prohibits discrimination or harassment based on race, color, religion, creed, sex, pregnancy (including lactation, childbirth, and related medical conditions), sexual orientation or affectional preference, gender (including gender identity and expression), age, national origin or ancestry, physical or mental disability, marital status, genetic information (including genetic testing and characteristics), veteran status, citizenship status, uniformed servicemember status, or any other characteristic protected by applicable federal, state, or local law ("protected characteristic"). These protected characteristics are to be interpreted broadly to include the actual status, any perceptions and assumptions made regarding such status, and actual or perceived affiliation or association with individuals having such status.

Discrimination or harassment based on a protected characteristic is against the law and considered a

form of employee misconduct. Individuals engaging in such conduct, as well as supervisors and managers who fail to report such conduct or knowingly allow it to continue, may be subject to corrective or disciplinary action, up to and including termination of employment. Individuals who engage in discrimination or harassment may also be subject to civil and criminal penalties.

This Policy prohibits discrimination and harassment involving all individuals engaged in the U.S. operations of STOBG, including directors, officers, employees (whether temporary, permanent, or contract), and interns (collectively, "employees"), as well as applicants for employment. It also applies to interactions with third parties conducting business with or on behalf of the Company--such as vendors, subcontractors, and consultants—who are expected to adhere to the STOBG [Supplier Code of Conduct](#) and their contractual obligations. Clients, visitors, and other non-employee individuals are likewise expected to engage in respectful and appropriate conduct consistent with this Policy while on Company premises or interacting with STOBG personnel. If prohibited discrimination or harassment occurs in the workplace by someone not employed by the Company, the procedures in this Policy should still be followed.

This Policy covers any prohibited discrimination or harassment in the workplace, including, but not limited to, our offices, jobsites, any setting in which work-related business is being conducted (whether in person or remotely, during or outside of normal business hours), Company-sponsored events, Company-owned or -controlled property, and online or electronic interactions involving Company employees.

The Company prohibits unlawful discrimination and harassment, as well as conduct that may not meet the legal definition of unlawful behavior but nonetheless

violates the standards set forth in this Policy. Nothing in this Policy limits the Company's authority to address inappropriate or unacceptable conduct, even if it does not rise to the level of a violation under applicable law.

## DEFINITIONS

### Discrimination

Discrimination involves an adverse action or decision or treating a person or group of people differently because of a protected characteristic. Examples of conduct that may constitute discrimination if based on an individual's protected characteristic include:

- singling out or targeting an individual for different or less favorable treatment (e.g., more severe discipline or lower salary increase) because of their protected characteristic
- failing or refusing to promote an individual because of their protected characteristic
- terminating an individual from employment based on their protected characteristic

Such conduct is prohibited under this Policy even if the conduct is not severe and pervasive under the law.

### Harassment

Harassment is conduct that denigrates or shows hostility or aversion toward an individual because of their protected characteristic and: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Examples of harassment include:

- epithets, slurs, or negative stereotyping (including verbal comments and graffiti)
- threatening, intimidating, or hostile acts
- denigrating jokes or display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email, social media, and other forms of communication)
- unwelcome or inappropriate physical contact or touching
- physical assault or stalking
- actions, words, jokes, or comments based on a protected characteristic
- threats or acts of violence against any individual
- display of a hate symbol, including for example, a noose or swastika
- unwillingness to train, evaluate, assist, or work with an employee

### Sexual Harassment

Sexual harassment is a form of discrimination and harassment and is illegal. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment can occur regardless of the gender of the person committing it or the person who is exposed to it.

Sexual harassment includes harassment that is not sexual in nature (e.g., vulgar remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when: (1) such

conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, even if the complaining individual is not the intended target of such conduct; (2) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or (3) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.

Sexual harassment can take various forms, including:

- verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress, whistling, or making suggestive or insulting sounds
- physical conduct: unwelcome or inappropriate touching, physical violence, intimidation, touching, assault, or impeding or blocking normal movements
- visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails, or text messages
- online conduct: vulgar statements or sexually suggestive postings in any social media platform

Sexual harassment may include a range of subtle and not so subtle behaviors. The following is a non-exhaustive list of the types of conduct prohibited by this Policy:

- physical acts of a sexual nature, such as:
  - rape, sexual battery, molestation, or attempts to commit these assaults

- touching, pinching, patting, kissing, hugging, grabbing, brushing against or poking another person's body
- offers of employment benefits in exchange for sexual favors
- unwanted sexual advances or propositions, such as:
  - repeated and unwelcome requests for dates
  - unwelcome romantic gestures and gift-giving
  - requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments
  - subtle or obvious pressure for unwelcome sexual activities
- sexually oriented gestures, noises, remarks, or jokes, or comments about a person's sexuality or sexual experience
- sex stereotyping, meaning when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look
- sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes sexual displays on computers or cell phones

and sharing such displays while in the workplace

- hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or the status of being transgender, such as:
  - interfering with, destroying, or damaging a person's workstation, tools, or equipment, or otherwise interfering with the individual's ability to perform their job
  - sabotaging an individual's work
  - intentional misuse of an individual's preferred pronouns
  - creating different expectations for individuals based on their perceived identities
  - bullying, yelling, or name-calling

These examples are just that—examples. It is impossible to list every type of behavior that can be considered harassment or discrimination in violation of this Policy. In general, any conduct similar to that described above that is based on or motivated by an individual's protected characteristic is prohibited.

Harassment is prohibited in the workplace, including, but not limited to, our offices, jobsites, any setting in which work-related business is being conducted (whether in person or remotely, during or outside of normal business hours), Company-sponsored events, Company-owned or -controlled property, and online or electronic interactions involving Company employees.

## NO RETALIATION

STOBG's [Anti-Retaliation Policy](#) is aimed at promoting an atmosphere in which employees feel safe to engage in frank and honest communication. The Company prohibits retaliation against any employee who engages in any activity protected thereunder or under applicable law (a "protected activity") in good faith, including:

- raising a concern or filing a report in good faith, either internally or externally, about potential discrimination, harassment, retaliation, or other violations of Company policy or applicable law.

"Good faith" does not mean that you have absolute proof or that the conduct reported has to be substantiated; rather, it means you have a reasonable basis to believe your report requires further investigation. Filing knowingly false complaints is not considered good faith and may subject an employee to disciplinary action, up to and including termination.
- participating or cooperating in an internal or external investigation or proceeding related to potential discrimination, harassment, or retaliation
- raising a question or concern within the Company about discrimination, harassment, or retaliation
- opposing or refusing to participate in discrimination, harassment, or retaliation
- assisting in an investigation, proceeding, or hearing relating to discrimination, harassment, or retaliation
- encouraging a fellow employee to report discrimination, harassment, or retaliation

Retaliation is any action, statement, or behavior that is intended to deter or dissuade someone from engaging in a protected activity or punishing someone for engaging in such protected activity. Examples of retaliation may include intimidation, adverse employment action (such as termination, demotion, suspension, failure to hire or promote, or reduction in compensation or responsibilities), harassment, exclusion from meetings or opportunities, or defamation of character.

Retaliation against individuals engaging in the foregoing activities is unlawful, a violation of this Policy, and, like discrimination or harassment itself, may result in disciplinary action, up to and including termination of employment. This prohibition does not protect employees who knowingly make a false report, provide knowingly false or intentionally misleading information during an investigation, or otherwise act in bad faith.

If you believe you or someone else has experienced retaliation, you should report the matter by following the [Reporting Procedure](#) outlined below. As with complaints of discrimination or harassment, the Company will promptly investigate any complaint of retaliation and take appropriate action to prevent or rectify any retaliation.

For more information, see our full [Anti-Retaliation Policy](#).

## REPORTING PROCEDURE

If you believe that you or someone else has been subjected to discrimination, harassment, or retaliation, you should report the matter as soon as possible to any of the following Company resources:

- Your manager or a senior leader
- The Human Resources Department
- The Compliance & Ethics Department

- The Legal Department

To submit a complaint in writing, you can use our [Complaint Form](#), which is attached to this Policy and also available on the STOBG intranet. If you're making a report on behalf of another employee, you may indicate that on the Complaint Form. Complaint Forms should be submitted to your supervisor, manager, or local Human Resources representative.

You are not required to report misconduct to a supervisor or manager who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in such conduct, or with whom you're uncomfortable discussing such matters. Any supervisor or manager who receives a complaint of discrimination, harassment, or retaliation, or becomes aware of such conduct, must immediately report it to Human Resources.

You may also report potential misconduct anonymously through our 24/7 helpline, operated by a third party unaffiliated with STOBG, by calling the below toll-free numbers or visiting the online portal.

**Call toll-free:** US: 800.461.9330

**Online:** [compliancehelpcenter.com](https://compliancehelpcenter.com)

Any reports made, whether anonymous or not, should include as much detail as possible to allow the Company to fully investigate the matter. Important details may include, for example, the names of the people involved in or witnesses to the incident, the date and time of the incident, where the incident occurred, any relevant background information, and why you believe the issue should be reported. Providing sufficient details is especially important for concerns raised anonymously, so that the Company may conduct an appropriate review.

You may also seek assistance in other available forums, as explained below in [Legal Protections and External Remedies](#).

You are encouraged, but not required, to communicate to the person engaging in the unwelcome conduct that their behavior is offensive and must stop. However, even if you do so, you should still report the conduct using the reporting avenues above. If you observe any behavior directed at others that may violate this Policy, you are encouraged to report it and to take reasonable action to defuse such behavior through bystander intervention when safe and appropriate, such as intervening directly, distracting, or alerting a supervisor or Human Resources to assist. Physical confrontation, violence, or assault is not an appropriate method of intervention; bystanders must act in accordance with Company policy.

## INVESTIGATION

After receiving a report of discrimination, harassment, or retaliation, the Company will undertake a timely and thorough investigation, conducted by impartial and qualified personnel. The Company will maintain confidentiality to the fullest extent possible, consistent with applicable law, and without impeding the investigation process. Related information will only be shared with others on a need-to-know basis.

The investigation process will vary from case to case but may include interviews of the parties involved and any individuals who may have observed the alleged conduct or may have other relevant information, as well as a review of relevant documents. Where appropriate or required by law, the subject of a report will be notified of the allegations against them and given the opportunity to respond. The investigation will be documented and tracked as appropriate, and all related records

will be kept in a secure and confidential location. The Company may take interim action (e.g., instructing parties to refrain from contact) as appropriate during the pendency of the investigation.

All employees are expected to fully cooperate with any ongoing investigation, subject to applicable law and collective bargaining agreements. This includes fully cooperating with the Company's investigative team and providing complete and truthful information. Any person who fails to cooperate, withholds relevant information, provides false or misleading information, or inappropriately discloses information about the investigation or its results may be subject to disciplinary action, up to and including termination of employment.

The Company will reach reasonable conclusions based on the evidence. Anyone, regardless of position or title, who the Company determines has engaged in conduct that violates this Policy may be subject to disciplinary action, up to and including termination of employment. "Not intending to harass" is not a defense to inappropriate conduct.

The Company may take corrective action for any inappropriate conduct discovered during the investigation, regardless of whether the conduct amounts to a violation of law or this Policy. If the person responsible is not employed by the Company, the Company will take whatever corrective action is permissible and appropriate under the circumstances.

## RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

All supervisors and managers are responsible for:

- promoting and enforcing this Policy, including taking steps to prevent discrimination, harassment, and retaliation
- ensuring that all employees under their supervision have knowledge of and understand this Policy
- promptly reporting any concerns or complaints to Human Resources so they may be addressed in a timely manner
- taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this Policy
- conducting themselves at all times in a manner consistent with this Policy

Failure to meet these responsibilities may lead to disciplinary action, up to and including termination of employment.

While this Policy applies to all STOBG employees, the Company expects supervisors and managers to serve as models of appropriate conduct and help maintain a respectful, inclusive workplace. They play a critical role in setting the tone for compliance with this Policy, by modeling respectful behavior, encouraging employees to share their concerns, and acting swiftly when they become aware of inappropriate behavior in the workplace, including conduct prohibited by this Policy.

## LEGAL PROTECTIONS AND EXTERNAL REMEDIES

While you are strongly encouraged to take advantage of the Company's internal reporting procedure described above, you may also choose to pursue external legal remedies through administrative (governmental agency) or judicial (state or federal

court) forums. Nothing in this section, or any other portion of this Policy, is intended to prohibit employees or applicants from consulting an attorney for purposes of soliciting legal advice, filing a charge or complaint with a government agency, or assisting or participating in any investigation, compliance evaluation, hearing, or other activity conducted by a federal, state, or local enforcement agency.

Employees in certain states may have additional protections and rights. Individuals working in California, Connecticut, Illinois, Maine, Massachusetts, New York, Oregon, Rhode Island, and Vermont should consult the **Additional State-Specific Information** section of this Policy for more information.

## ADDITIONAL STATE-SPECIFIC INFORMATION

Please note that California, Connecticut, Illinois, Maine, Massachusetts, New York, Oregon, Rhode Island, and Vermont each have their own state-specific laws regarding discrimination and harassment. Additional information pertinent to those states is below.

### California Employees

#### Additional Policy Provisions

For California employees, this Policy prohibits discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns, and volunteers based on any legally-recognized basis, including their actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles), intersection of two or more protected characteristics,

religious creed, color, national origin, citizenship status, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation, and related medical conditions), denial of medical and family care leave or pregnancy disability leave, gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, an individual's reproductive health decisions, use of cannabis off the job, or any other characteristic protected by applicable federal, state, or local law.

For purposes of this Policy, discrimination or harassment on the basis of "national origin" also includes discrimination or harassment against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States and based on any of the following: an individual's or individual's ancestors' actual or perceived physical, cultural, or linguistic characteristics associated with a national origin group; marriage to or association with individuals of a national origin group; tribal affiliation; membership in or association with an organization identified with or seeking to promote the interests of a national origin group; attendance or participation in schools, churches, temples, mosques, or other religious institutions generally used by persons of a national origin group; or a name that is associated with a national origin group. All such discrimination or harassment is prohibited.

"Gender expression" means a person's gender-related appearance or behavior, whether or not stereotypically associated with the person's sex at birth. "Gender identity" means a person's

identification as male, female, a gender different from the person's sex at birth, or transgender. "Sex stereotype" means an assumption about a person's appearance or behavior, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex.

An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment even if the Company had no knowledge of such conduct.

The Company allows employees to self-identify their gender, name, and/or pronoun, including gender-neutral pronouns. The Company will use an employee's gender or legal name as indicated on a government-issued identification document only as necessary to meet an obligation mandated by law. Otherwise, the Company will identify the employee in accordance with the employee's current gender identity and preferred name.

## External Remedies

In addition to the reporting procedure set forth above, if you believe you have been unlawfully discriminated against or harassed, you may file a complaint with the California Civil Rights Department (CRD). The CRD can be contacted by consulting the government agency listings in a phone book or at [calcivilrights.ca.gov](https://calcivilrights.ca.gov). The CRD will, in appropriate cases, investigate complaints of harassment or discrimination at no charge to the complaining party.

Depending on the outcome of a complaint, remedies include damages for emotional distress, hiring or reinstatement, back pay or promotion, and changes in the Company's policies or practices.

## Training

In accordance with California Code § 12590.1, employees will be provided sexual harassment training and education every two years. Newly hired supervisors or employees promoted into a supervisory position will receive training within six months of assuming supervisory responsibilities.

## Resources

The CRD Sexual Harassment Prevention training may be accessed at [calcivilrights.ca.gov/shpt](https://calcivilrights.ca.gov/shpt).

## Connecticut Employees

### Additional Policy Provisions

For Connecticut employees, this Policy prohibits discrimination and harassment based on race (including traits historically associated with race, such as hair texture and protective hairstyles (e.g., wigs, headwraps, braids, cornrows, locs, twists, Bantu knots, afros, and afro puffs); color; religious creed; age; sex (including pregnancy, child-bearing capacity, sterilization, fertility, or related medical conditions); sexual orientation; national origin; homelessness; family or domestic violence victim status; sexual assault or human trafficking victim, ancestry; marital status; veteran status; gender identity or expression; present or past history of mental, intellectual, physical, or learning disability; genetic information; erased criminal history records, or any other characteristic protected by applicable federal, state, or local law.

## External Remedies

**DISCRIMINATION AND SEXUAL HARASSMENT ARE ILLEGAL.** In addition to the reporting procedure set forth above, if you believe you have been unlawfully discriminated against or harassed, you may

file a complaint with the Connecticut Commission on Human Rights and Opportunities (CTCHRO). The CTCHRO may be reached at 450 Columbus Blvd, Suite 2, Hartford CT 06103; tel. 860.541.3400; TDD 860.541.3459; Connecticut toll-free 800.477.5737; or online at [portal.ct.gov/CHRO](https://portal.ct.gov/CHRO).

Connecticut law requires that a complaint be filed with the CTCHRO within 300 days of the alleged discrimination or harassment. Remedies for harassment can include: cease and desist orders; back pay; compensatory damages; emotional distress damages; attorney's fees; and hiring, promotion, or reinstatement.

## Resources

You can find additional information about the illegality of harassment and the remedies available to victims of sexual harassment at the CTCHRO's informational website at [portal.ct.gov/CHRO/Sexual-Harassment-Prevention-Training/Pages/Sexual-Harassment-Prevention-Resources](https://portal.ct.gov/CHRO/Sexual-Harassment-Prevention-Training/Pages/Sexual-Harassment-Prevention-Resources).

## Illinois Employees

### Additional Policy Provisions

For Illinois employees, this Policy prohibits discrimination and harassment based on actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g., braids, locks, and twists)), color, zip code, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, ancestry, age (40 or over), marital status, physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, citizenship status, or any other characteristic protected by applicable federal, state, or local law.

## External Remedies

In addition to the reporting procedure set forth above, if you believe you have been unlawfully discriminated against or harassed, you may file a complaint with the Illinois Department of Human Rights (IDHR). The IDHR may be reached at the following locations:

- Chicago Office: 555 West Monroe Street, Suite 700, Chicago, Illinois 60661; tel. 312.814.6200; TTY 866.740.3953; fax 312.814.6251
- Springfield Office: 524 S 2nd Street, Suite 300, Springfield, Illinois 62701; tel. number 217.785.5100, TTY 866.740.3953; fax 217.785.5106
- Website: [illinois.gov/dhr](http://illinois.gov/dhr).  
Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)

You may also report your concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at **877.236.7703**.

## Chicago Employees

Employees working in Chicago, Illinois are also reminded that sexual harassment and retaliation are illegal in the City of Chicago. The Human Rights Ordinance defines sexual harassment as any (i) unwelcome sexual advances or unwelcome conduct of a sexual nature or (ii) requests for sexual favors or conduct of a sexual nature when submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or such conduct has the effect of creating a hostile or offensive work environment.

Employees are to report sexual harassment using the reporting avenues set forth above under [Reporting Procedure](#). The Company prohibits sexual harassment as well as retaliation against anyone who brings a complaint of sexual harassment or

participates in an investigation of sexual harassment. All employees will be provided annual sexual harassment training in accordance with applicable law.

In addition to our internal reporting methods, employees have the right to file charges of sexual harassment with the government agencies listed above under [External Remedies](#), as well as the below:

- Chicago Commission on Human Relations  
740 N. Sedgwick, 4th Floor  
Chicago, IL 60654  
312-744-411  
[cchr@cityofchicago.org](mailto:cchr@cityofchicago.org)

## Maine Employees

For Maine employees, this Policy prohibits discrimination and harassment against any employees or applicants for employment based on their actual or perceived race (including traits associated with race, such as hair texture, Afro hairstyles and protective hairstyles (e.g., braids, locks, and twists)), color, sex (including pregnancy and related medical conditions), sexual orientation, gender identity, familial status, physical or mental disability, religion, ancestry, national origin, age, HIV/AIDS status, genetic information, membership in the National Guard or U.S. reserves, or because they sought and received a protection from abuse order, or filed a claim or asserted a right under Maine's Workers' Compensation Act or Whistleblowers' Protection Act.

In addition to the reporting procedure set forth above, if you believe you have been unlawfully discriminated against or harassed, you may also file a formal complaint with the Maine Human Rights Commission (MHRC). The MHRC may be reached at 51 State House Station, Augusta, ME 04333-0051; tel.

207.624.6290; fax 207.624.8729. All complaints must be filed within 300 days of the alleged harassment.

## Massachusetts Employees

### Additional Policy Provisions

For Massachusetts employees, this Policy prohibits discrimination and harassment against employees or applicants for employment based on race, color, natural or protective hairstyle, religious creed, sex (including pregnancy, childbirth, and related medical conditions), gender identity, sexual orientation, national origin or ancestry, physical or mental disability, age (40 and over), military status, certain criminal records, genetic information or testing, HIV testing, a personal admission to a facility for the care and treatment of a mentally ill person, or taking of parental leave. Discrimination and harassment because of any protected class in the workplace is unlawful. The Company prohibits discrimination or harassment based on these characteristics or any other characteristic protected by applicable federal, state, or local law.

### Reporting Procedure

The responsibility to investigate complaints of harassment has been assigned to Human Resources, which can be reached at [HR@STOBG.com](mailto:HR@STOBG.com).

### External Remedies

If you believe you have been unlawfully discriminated against or harassed, you may also file a formal complaint with either or both of the government agencies listed below:

- The Massachusetts Commission Against Discrimination (MCAD) is the state agency responsible for handling complaints of harassment, including sexual harassment. The

MCAD can be reached at the following locations:

- Boston Office: One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108; tel. 617.994.6000
- Springfield Office: 436 Dwight Street, Second Floor, Suite 220, Springfield, MA 01103; tel. 413.739.2145
- Worcester Office: 488 Main Street, Room 320, Worcester, MA 01608; tel. 508.453.9630
- The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment claims, including claims of sexual harassment. The EEOC can be reached at:
  - John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203; tel. 800.669.4000

Complaints filed with the MCAD and the EEOC must be filed within 300 days of the incident giving rise to the claim.

## New York Employees

### Additional Policy Provisions

For New York employees, this Policy prohibits discrimination and harassment by or against any individuals involved in our operations based on: race (including traits historically associated with race, such as hair texture and protective hair styles), color, religion, sex (including pregnancy, childbirth, or related medical conditions, and transgender status), gender identity (including cisgender, transgender, or non-binary), familial status, national origin or ancestry, citizenship and immigration status, physical or mental disability (including gender dysphoria),

genetic information (including predisposing genetic characteristics), age (18 and over), veteran status, military status, sexual orientation, marital status, certain arrest or conviction records, or status as a victim of domestic violence.

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements may constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

## External Remedies

Discrimination and sexual harassment are illegal under the New York State Human Rights Law, Title VII of the federal Civil Rights Act of 1964, and some local laws, including the New York City Human Rights Law.

If you believe you have been unlawfully discriminated against or harassed, you may file a complaint with the federal Equal Employment Opportunity Commission, the New York State Division of Human Rights, the New York City Commission on Human Rights, another enforcement agency (if applicable), or in certain courts of law. Agencies accept and investigate charges of sexual harassment.

The Equal Employment Opportunity Commission has district, area, and regional offices and may be contacted by visiting [eeoc.gov](https://www.eeoc.gov), emailing [info@eeoc.gov](mailto:info@eeoc.gov), or by telephone at 800.669.4000 (TTY 800.669.6820).

The New York State Division of Human Rights (DHR) may be contacted by visiting [dhr.ny.gov](https://dhr.ny.gov), by telephone at 718.741.8400, or by mail to One Fordham Plaza, Fourth Floor, Bronx, NY 10458. DHR has a toll-free confidential hotline to provide counsel and assistance to individuals experiencing workplace sexual harassment. **You can call DHR's toll-free sexual harassment hotline at 800.HARASS.3 (800.427.2773)**, Monday through Friday, 9:00 AM to 5:00 PM.

The New York City Commission on Human Rights can be contacted by visiting [www.NYC.gov/HumanRights](https://www.NYC.gov/HumanRights) or by telephone at 718.722.3131. Employees subjected to unlawful harassment may be entitled to certain remedies, including monetary damages, civil penalties, and injunctive relief (such as an order that certain action be taken or certain behavior stop).

You can also contact the town, city, or county in which you live or work to find out whether other local agencies may be able to receive complaints. Additional information, including the physical location of agency offices and the rules and requirements for filing complaints, can also be found at the respective agency websites.

A **Stop Sexual Harassment Act Fact Sheet** is located on the next page.

# STOP SEXUAL HARASSMENT ACT NOTICE

All employers are required to provide written notice of employees' rights under the Human Rights Law both in the form of a displayed poster **and** as an information sheet distributed to individual employees at the time of hire. This document satisfies the poster requirement.

## The NYC Human Rights Law

The NYC Human Rights Law, one of the strongest anti-discrimination laws in the nation, protects all individuals against discrimination based on gender, which includes sexual harassment in the workplace, in housing, and in public accommodations like stores and restaurants. Violators can be held accountable with civil penalties of up to \$250,000 in the case of a willful violation. The Commission can also assess emotional distress damages and other remedies to the victim, require the violator to undergo training, and mandate other remedies such as community service.

## Sexual Harassment Under the Law

Sexual harassment, a form of gender-based discrimination, is unwelcome verbal or physical behavior based on a person's gender.

## Some Examples of Sexual Harassment

- unwelcome or inappropriate touching of employees or customers
- threatening or engaging in adverse action after someone refuses a sexual advance
- making lewd or sexual comments about an individual's appearance, body, or style of dress
- conditioning promotions or other opportunities on sexual favors
- displaying pornographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc.
- making sexist remarks or derogatory comments based on gender

## Retaliation Is Prohibited Under the Law

It is a violation of the law for an employer to take action against you because you oppose or speak

out against sexual harassment in the workplace. The NYC Human Rights Law prohibits employers from retaliating or discriminating "in any manner against any person" because that person opposed an unlawful discriminatory practice. Retaliation can manifest through direct actions, such as demotions or terminations, or more subtle behavior, such as an increased work load or being transferred to a less desirable location. The NYC Human Rights Law protects individuals against retaliation who have a good faith belief that their employer's conduct is illegal, even if it turns out that they were mistaken.

## Report Sexual Harassment

If you have witnessed or experienced sexual harassment inform a manager, the equal employment opportunity officer at your workplace, or human resources as soon as possible.

**Report sexual harassment to the NYC Commission on Human Rights. Call 718-722-3131 or visit [NYC.gov/HumanRights](http://NYC.gov/HumanRights) to learn how to file a complaint or report discrimination. You can file a complaint anonymously.**

## State and Federal Government Resources

Sexual harassment is also unlawful under state and federal law, where statutes of limitations vary.

To file a complaint with the New York State Division of Human Rights, please visit the Division's website at [www.dhr.ny.gov](http://www.dhr.ny.gov).

To file a charge with the U.S. Equal Employment Opportunity Commission (EEOC), please visit the EEOC's website at [www.eeoc.gov](http://www.eeoc.gov).

    @NYCCHR  
[NYC.gov/HumanRights](http://NYC.gov/HumanRights)

**NYC**

BILL DE BLASIO  
Mayor

**Commission on  
Human Rights**

CARMELYN P. MALALIS  
Commissioner/Chair

## Oregon Employees

### Additional Policy Provisions

For Oregon employees, this Policy prohibits discrimination and harassment based on race, color, national origin or ancestry, citizenship, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity (including gender-related identity and gender expression), sexual orientation, marital status, family status, physical or mental disability, genetic information, age (18 and over), veteran status, uniform servicemember status, unemployment status, expunged juvenile record, or having been a victim of sexual abuse, including domestic abuse, sexual assault, or stalking. The Company prohibits discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law. Sexual harassment prohibited under this Policy includes sexual assault, which is unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation. All employees are expected to comply with this Policy.

### Reporting Procedure

If you believe you have been discriminated against or harassed, you should provide a written or verbal report pursuant to the reporting procedure set forth above as soon as possible. All employees are encouraged to document any incidents involving discrimination, harassment, or sexual assault as soon as possible.

### External Remedies

Nothing in this Policy precludes any person from filing a formal grievance in accordance with an

applicable collective bargaining agreement, the Oregon Bureau of Labor and Industries' Civil Rights Division, or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082, or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

The Company will not require or coerce an employee or prospective employee to enter into any agreement as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, non-disparagement provision, or any other provision that has the purpose or effect of preventing the individual from disclosing or discussing unlawful employment discrimination or harassment (including sexual assault). An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement that contains a nondisclosure, non-disparagement, or no-rehire provision (as defined below) and will have at least seven days to revoke any such agreement.

Under this Policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault. A non-disparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the Company. A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the Company and allows the Company to not rehire that individual in the future.

## Rhode Island Employees

### External Remedies

In addition to the reporting procedure set forth above, if you believe you have been unlawfully discriminated against or harassed, you may also file a formal complaint with either or both of the government agencies listed below:

- The Rhode Island Commission for Human Rights (RICHR) is the state agency responsible for handling complaints of harassment, including sexual harassment. The RICHR can be reached at: 180 Westminster Street, 3rd Floor Providence, RI 02903; tel. 401.222.2661, fax 401.222.2616; TTY 401.222.2664.
- The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment complaints, including claims of sexual harassment. The EEOC can be reached at: John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203; tel. 800.669.4000; fax 617.565.3196; TTY 800.669.6820.

## Vermont Employees

### External Remedies

In addition to the reporting procedure set forth above, if you believe you have been unlawfully discriminated against or harassed, you may also file a formal complaint with either or both of the government agencies listed below.

- The state agency responsible for complaints of harassment is the State of Vermont Attorney General's Office – Public Protection Division Civil Rights Unit, which can be reached at: 109 State Street, Montpelier, VT

05609-1001; VT toll-free 888.745.9195; tel. 802.828.3657; TTY 802.828.3665; fax 802.828.2154; [ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights](http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights).

- The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment claims, including claims of sexual harassment. The EEOC can be reached at: John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203; tel. 800.669.4000.

Employees who believe they have been unlawfully discriminated against or harassed may file a complaint with the Attorney General's Office or the EEOC. These agencies serve as neutral factfinders and attempt to help the parties voluntarily resolve disputes.



# COMPLAINT FORM

If you believe that you have been subjected to discrimination, harassment (including sexual harassment), or retaliation, or have witnessed or become aware of such conduct, you are encouraged to complete this form and submit it to your manager, supervisor, or local HR representative. You are not limited to the space provided and may attach additional pages.

Any forms submitted to a manager or supervisor will be promptly provided to HR. Any report of discrimination, harassment (including sexual harassment), or retaliation, whether reported in writing or verbally, will be promptly, thoroughly, and impartially investigated. You will not be retaliated against for filing a complaint in good faith.

## Your Information

Name:

Title:

Company:

Work location:

Phone number:

Email:

Select preferred communication method:

☐ Email

☐ Phone

☐ In person

## Supervisor Information

Name:

Title:

## Complaint Information

1. Your complaint of discrimination, harassment (including sexual harassment), or retaliation is made about:

Name:

Title:

Company:

Work location:

Phone number:

Email:

Relationship to you:    ☐ Supervisor    ☐ Subordinate    ☐ Coworker    ☐ Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) discrimination, harassment, and/or retaliation occurred:

Is the conduct continuing?    ☐ Yes    ☐ No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional but may help the investigation.*

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**S|T|O** BUILDING GROUP