



EEO POLICY

2020 EDITION

EQUAL EMPLOYMENT OPPORTUNITY

EMPLOYMENT AT-WILL

Employees are employed "at-will", meaning that Acme Concrete Paving, Inc. reserves the Company's right and the employee reserves his or her right to end the employment relationship at any time for any reason, or for no reason, with or without cause. Only the President of Acme Concrete Paving, Inc. is authorized to modify the at-will relationship and only in a written and signed agreement.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Acme Concrete Paving, Inc. believes that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. Acme Concrete Paving, Inc. is committed to a policy of equal treatment and opportunity without regard to race, color, creed, sex, religion, sexual orientation, age, gender identity, marital or parental status, national origin, veteran and or military status, individuals with disabilities or other protected classifications. This includes, but is not limited to, hiring, layoffs, transfers, promotions, rates of pay and other forms of compensation and participation.

Attainment of our goal of equal employment opportunity and enrichment through diversity depends on the joint commitment and good faith effort of all employees.

An employee who feels discriminated, harassed or retaliated against may initiate the complaint process by contacting his or her supervisor, any Acme management, the EEO Officer, the Human Resources Manager. All discrimination, harassment and retaliation complaints will be promptly investigated and will be treated confidentially to the extent possible and appropriate action taken where warranted. Complaints made in good faith will in no way be held against an employee.

Acme Concrete Paving, Inc. will make reasonable accommodations for qualified individuals with disabilities, unless doing so will create an undue hardship on the organization, taking into consideration the nature and cost of the accommodation needed the employer's financial resources, and the impact of the needed accommodation on the operation and on other employees and our customers. This policy applies to all aspects of the employment relationship from the hiring process through the employment relationship, including promotions, job assignments, compensation, provision of leave, access to benefits, perquisites, discipline, discharge, layoff, etc.

The owners, managers and employees of Acme Concrete Paving, Inc. are committed to a policy of Affirmative Action in employment. Acme Concrete Paving, Inc. will go beyond simple avoidance of illegal discrimination. Our affirmative action plans are reviewed annually and will help overcome the "chilling effect" that may have historically taught some minorities, women and veterans to expect exclusion from certain careers or that they would not advance according to their individual merit. We will accomplish these goals by providing an environment of acceptance and inclusion of all employees. We will apply only valid job-related requirements for hiring, promotion or upgrading.

We will evaluate each individual according to his or her individual talents and accomplishments. Each employee should remember that these commitments are essential to our business, essential to our community and are, therefore, conditions of our employment. Our EEO Officer, Joslyn James, is responsible for the overall implementation of the Affirmative Action Plan. Inform the EEO Officer immediately if you have any questions or problems related to this policy. The non-confidential text of these Affirmative Action plans may be reviewed by appointment during business hours.

We are proud of the fact that we are an Equal Opportunity Employer. By all that we do, let us be an example that individual accomplishment is the true measure of a person's worth and that diversity among people is an asset, not a liability.

POLICY AGAINST HARASSMENT

Acme Concrete Paving, Inc. is committed to a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, sexual orientation, gender identity, marital or parental status, disability, appearance, veteran and or military status, or any other protected classification. Offensive or harassing behavior will not be tolerated against any employee. This policy covers all employees, vendors, customers, and all others who enter our workplace. Supervisory or managerial personnel are responsible for enforcing this policy. No employee of this Company is exempt from this policy.

Offensive conduct or harassment of a sexual nature, or based on race, color, religion, age, sex, national origin, sexual orientation, gender identity, marital or parental status, disability, appearance, veteran and or military status, or any other protected classification is prohibited. This may include but is not limited to:

- Offensive comments regarding a person's race, color, religion, age, sex, national origin, sexual orientation, gender identity, marital or parental status, disability, appearance, veteran and or military status, or any other protected classification.
- Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of race, color, religion, age, sex, national origin, sexual orientation, gender identity, marital or parental status, disability, appearance, veteran and or military status, or any other protected classification.
- Offensive physical actions, written or spoken, and graphic communication (for example, obscene hand or finger gestures or sexually explicit drawings).
- Unwelcome physical contact (for example, brushing up against someone in an offensive manner).
- Expectations, requests, demands or pressure for sexual favors.
- Slurs, jokes, negative stereotyping, posters, cartoons, and gestures that are offensive.

Harassment is considered a form of employee misconduct; disciplinary action up to and including termination of employment will be taken against any employee engaging in this type of behavior. Any supervisor or manager who has knowledge of such behavior, must forward all concerns to our EEO Officer immediately for further investigation. Failure to so report will result in disciplinary action against the supervisor or manager, up to and including immediate termination of employment.

Harassing activity, especially if severe or repeated and unwelcome, is a violation of the law and company policy. Therefore, any of this conduct may result in prompt disciplinary action against the harassing employee, up to and including immediate termination of employment. There are times when this type of conduct may occur off duty and off premises but may impact the working environment. Therefore, such conduct having a nexus to the workplace will be treated as a violation of this policy with disciplinary consequences. Finally, such prohibited activity includes conduct carried out in person, and via telephones, cell phones, computer systems, email, and/or any other electronic means.

If an individual feels that a violation of this policy has occurred, he or she may use the company's complaint process. Employees may skip steps in the process if they feel that the person responsible for that step is involved in the offensive conduct or would not be responsive to a complaint. Additionally, our EEO Officer can receive complaints directly by calling 509-242-1234, or the employee can report the concerns to his or her supervisor, human resources, any other supervisor, or the CEO.

An investigation of all complaints will be undertaken immediately. Complaints will be kept confidential to the extent possible, while allowing the investigation to proceed. The complaining employee will be kept informed of the progress of any investigation and findings. All parties are expected to refrain from discussing the complaint with other employees or those outside the investigative process in order to protect the integrity of the investigation process and reduce the risk of release of the identity of the complainant or witnesses.

Any corrective action taken will be sufficient to immediately stop the conduct and prevent any future harassment.

Any form of retaliation, including but not limited to derogatory comments against individuals making harassment complaints, witnesses or any other involved employees, violates Acme Concrete Paving, Inc.'s policy and is strictly prohibited. Retaliatory activities will be treated as a separate violation of this policy and subject the individual to the same disciplinary consequences, up to and including termination of employment.

COMPLAINT PROCEDURE

As stated in our "OPEN DOOR POLICY", it is our intent to provide a reasonable hearing and resolution of employee concerns that may arise. If an employee has a complaint or needs a problem solved, we encourage employees to bring it up as soon as possible with those who can assist in solving it. We hope, however, that such complaints can be avoided by each Acme Concrete Paving, Inc. employee respecting the dignity and personal wishes of other Acme Concrete Paving, Inc. employee and by exhibiting the highest standards of professional behavior at all time. In fact, employees often can stop or prevent

complaints by immediately and directly expressing their disapproval of such conduct to the person committing the offense. We want to find a solution that helps us all concentrate on the reason we are here: TO SERVE OUR CUSTOMERS. Sometimes we learn something from employees that helps us to do our job better. We are happy to catch a problem early and have a chance to fix it, so please don't hold it in out of fear of retaliation.

If an employee wishes to make a complaint, he or she must refer to the following steps:

Step 1 - Most concerns about safety, wages, hours, supervision, discipline, application of policy or other working conditions can be solved by talking with an immediate supervisor. However, we recognize that certain problems could involve an employee's immediate supervisor in a way that makes the employee reluctant to discuss it with that person. In that case, please contact the EEO officer. The employee's immediate supervisor or the EEO officer will try to get back to the employee with a response within three (3) days of the date the concern was brought to his or her attention.

Step 2 - If the employee is not satisfied with the response in Step 1, he or she must present a written statement to the supervisor or EEO Officer within ten (10) days stating his or her view of the problem, why he or she disagrees and what he or she would like to see as a solution. A response will be provided within five (5) days.

Step 3 - If the employee is not satisfied with the response in step 2, within five (5) days he or she must make an appointment with one of the Acme Concrete Paving, Inc. officers. The officer will investigate the written complaint and discuss it with the employee. A final decision will be issued within ten (10) days.

This complaint procedure is available to employees with harassment concerns or complaints. However, employees should feel free to bring harassment complaints directly to our EEO Officer, Joslyn James, at 590-242-1234 for investigation and resolution. Sometimes a problem is so serious that skipping a step is called for. If you think this is the case, please talk with any member of management for guidance.

ANTI-RETALIATION POLICY

Acme Concrete Paving, Inc. does not retaliate or permit retaliation against any employees who: come forward to report workplace discrimination or harassment; and/or participate in any investigation of workplace discrimination or harassment; reports a workplace injury or illness. Any such retaliation is in violation of Acme policy and will not be tolerated.

OPEN DOOR POLICY AND TEAM COMMUNICATION

We cannot improve if we don't have honest feedback. Good listening is a critical need for members of any team, especially to successfully influence or lead. Sometimes employees need help in solving a problem. Please keep these three important principles in mind as we try our best to improve communication and build mutual trust:

#1 GIVE THE PERSON YOU HAVE A PROBLEM WITH THE FIRST CHANCE TO CORRECT IT. Teams are disrupted when communication is "behind the back." Employees should bring any concerns directly to the person involved. Employees should also give others the chance for a private discussion of his or her concerns whenever possible.

#2 LISTEN, LISTEN, LISTEN. Missing key information is a prime cause of little mistakes and big disasters. Pay attention to what the other person is saying and how they seem to feel about it. Clarify any possible misunderstanding. Repeat it back to ensure understanding. Ask open ended questions like "How?", "What?", and "Why?"

#3 USE THE "OPEN DOOR POLICY" . . . AND USE IT EARLY. In our desire and willingness to listen to our employees, we believe in an open door communication policy. Employees are encouraged to see their immediate supervisors with questions, problems or concerns. An employee's supervisor may secure the assistance of other resource persons. We promise to listen to employee concerns with respect and do our best to help them solve the problem.

If, for any reason, an employee feels he or she can't bring his or her concern directly to the person involved or his or her supervisor, he or she can exercise his or her privilege of requesting a meeting with the EEO Officer. The employee should also feel free to contact any other employee who he or she feels may be able to help. Please remember: tell others about any concerns. We can't help if we don't know it exists. An employee may use this procedure without fear of reprisal or retaliation.

WORK INTERFERENCE REPORT

To bring a complaint for work interference or harassment, please fill out the following form and return it to the Employment Opportunity Officer at Acme Concrete Paving, Inc., ATTN: Joslyn James, 4124 E. Broadway, Spokane, Washington, 99202. 509-242-1234

ATTENTION: Equal Employment Opportunity Officer

EMPLOYEE NAME: _____

Time and date of interference or harassment: _____

Place: _____

Fact #1: _____

Fact #2: _____

Fact #3: _____

Facts give basic information reporting who, what, when, where, why and how. Specific information will aid investigation of this report. Employee identity will be protected to the extent possible while allowing the investigation to proceed. The company will not tolerate retaliation against or intimidation of those making reports.

Signed: _____

Date: _____

