

BREAKING DOWN GENDER BIAS

A Toolkit for Construction Business Owners

Version 1.0
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Sample Harassment Policy

Respect for the integrity of each employee in the performance of their job is basic to COMPANY's core values.

COMPANY strives to create a workplace free from discrimination and harassment. To that end, COMPANY strictly forbids discrimination or harassment of any kind, including discrimination based on race, color, religious creed, sex, sexual orientation, gender identity, national origin, criminal record, ancestry, age, disability, veteran status, active military status, genetics, or any other category protected under applicable federal, state, or local law. In addition to violating COMPANY's policy, harassment in the workplace may be unlawful. This policy extends to each and every level of COMPANY's operations. Accordingly, any form of harassment or discrimination, whether by a fellow employee, manager, supervisor, client or third party doing business with COMPANY, will not be tolerated.

COMPANY takes allegations of harassment very seriously and will promptly investigate all complaints. Any employee who believes that he or she has been harassed should immediately notify Owner or any other member of management staff with whom he or she feels comfortable.

COMPANY will promptly and impartially investigate all allegations of discrimination and harassment with appropriate care and discretion. If an investigation reveals that inappropriate conduct has occurred, COMPANY will take prompt and effective remedial action. COMPANY retains the right to take whatever action it believes appropriate under the circumstances, up to and including termination.

Retaliation against employees for reporting or complaining of discrimination or harassment (or for cooperating in the investigation of a report or complaint) is unlawful and will not be tolerated. Any retaliation will result in disciplinary action, up to and including termination of the offending employee.

Sample Sexual Harassment Policy (1)

In addition to COMPANY's general policy against discrimination and harassment, COMPANY also has a specific policy prohibiting harassment on the basis of sex. Sexual harassment is a form of sex discrimination and is against the law.

Sexual harassment refers to any type of behavior of a sexual nature, intentional or unintentional, that is unwelcome and that has the purpose or effect of creating a work environment that is hostile, offensive, intimidating, or humiliating. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where: (a) submission to such conduct is either an express or implied term or condition of employment; (b) submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person; (c) the purpose of such conduct is to substantially interfere with the affected individual's work performance, or to create an intimidating, hostile or offensive work environment; or (d) the effect of such conduct is to substantially interfere with the harassed individual's work performance, or create an intimidating, hostile or offensive work environment.

Sexual harassment may include the following conduct if it is unwelcome, and depending upon the circumstances, severity and pervasiveness of the conduct: verbal comments or propositions of a sexual nature, the display or circulation of sexually suggestive or explicit visual or printed material, or physical conduct of a sexual nature. All employees are expected to be aware of this policy and of the types of conduct that may constitute unlawful harassment, as well as of the avenues of assistance provided by COMPANY for addressing complaints of sexual harassment.

This policy extends to each and every level of COMPANY's operations. Accordingly, sexual harassment, whether by a fellow employee, manager, supervisor or third party doing business with COMPANY, will not be tolerated. In furtherance of COMPANY's policy to provide its employees with a work environment free from harassment, COMPANY requires that each of its supervisors be responsible for the prevention and elimination of all forms of harassment within their respective departments.

Sample Sexual Harassment Policy (2)

Examples of conduct that, if unwelcome, may constitute sexual harassment include, but are not limited to:

- Direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits (i.e., favorable reviews, promotions, salary increases);
- Unwelcome sexual advances, whether they involve physical touching or not;
- Derogatory or provocative remarks about an employee's gender, gender identity, sexual orientation, or sexual activity;
- Displaying or transmitting, by e-mail or otherwise, sexually suggestive materials or sexually explicit language;
- Inquiries into or discussion of sexual activities;
- Continuing to ask an employee to socialize on or off duty when that person has indicated an unwillingness to do so;
- Coerced sexual acts;
- Repeatedly not referring to someone by their preferred pronoun;
- Retaliation of any kind for having filed or supported a complaint of sexual harassment; and
- Off-duty conduct that falls within the above definition and affects the work environment.

Please note that while this policy sets forth COMPANY's goals of promoting a workplace that is free from sexual harassment, it is not designed or intended to limit COMPANY's authority to discipline or take remedial action for unacceptable workplace conduct, regardless of whether that conduct satisfies the definition of sexual harassment.

A copy of this policy will be provided to every employee, and extra copies are available from the Owner. COMPANY also will distribute this policy annually.

Sample Sexual Harassment Complaint Procedure

Sexual harassment of any kind serves no legitimate purpose and has a disruptive effect on an employee's ability to perform their job properly. COMPANY takes allegations of harassment very seriously and will actively investigate all complaints. If it is determined that inappropriate workplace conduct has occurred, management will take appropriate action against the offending person, up to and including termination of employment.

Any employee who believes that they have been sexually harassed immediately should bring their concerns to the attention of management in any of the following ways:

- Report the conduct to their immediate supervisor;

- Report the conduct to the Owner; or

- Report the conduct to any member of the management staff with whom they feel comfortable.

It is COMPANY's policy that all such matters will be handled with appropriate care and discretion and receive a thorough investigation. When an employee brings a complaint to the attention of any member of management, an appropriate representative of COMPANY management will be notified and will undertake an investigation of the allegations. Such investigation generally includes interviews with all persons identified as having direct and personal knowledge of the incident(s) in question.

If the investigation reveals that inappropriate conduct has occurred, COMPANY will take prompt and effective remedial action against the offending person. Such measures are designed to put an immediate stop to the harassment as well as prevent its recurrence. Therefore, management retains the right to take whatever action it believes is appropriate under the circumstances, up to and including termination of the offending person.

In addition, retaliation against employees for reporting or complaining of sexual harassment, or for cooperating in the investigation of a report or complaint, is unlawful and will not be tolerated. Any retaliation will warrant disciplinary action, up to and including termination of employment.

About Us



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HELM Construction Solutions works with owners, designers and builders to create high performance and sustainable buildings and businesses. HELM provides a range of innovative services to help your business and your projects run smoothly and efficiently. We are committed to high performance and sustainable building practices that are not only right for the environment, but result in more durable buildings, better indoor air quality, comfort and a significant reduction in the operating costs of your home or business. HELM is a collaborative team with over thirty years of combined construction, management, leadership and education expertise.

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