



WEEKLY SAFETY MEETING

EEO / Workplace Violence / Harassment Policy

- ✚ It is the policy of the Company to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, national origin, physical or mental disabilities, marital status, veteran status, or any other status protected by law. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment.
- ✚ Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the Company president. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.
- ✚ It is the Company's policy to provide a work environment based on mutual respect and that encourages productive and cooperative work. The Company will not tolerate harassment or intimidation of our employees on any basis prohibited by law; including race, color, sex, religion, national origin, handicap, disability, marital status, veteran status, gender identity, sexual orientation, or any other classification protected by law. Moreover, any suggestions made to any employee that sexual favors will affect any term or condition of employment with the Company will not be tolerated. It is the policy of the Company that any harassment, including acts that create a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including discharge. It is the responsibility of all employees, supervisors and managers to conduct themselves in a manner consistent with this policy. In addition, it is a requirement for supervisors and managers to maintain a work environment free of unlawful harassment. This includes acting promptly to investigate all allegations of harassment once the supervisor or manager becomes aware of the allegations. The Company also will not tolerate any such harassment of our employees by our customers or vendors.
- ✚ Do not assume that the Company is aware of your harassment problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve the problem. All employees are responsible for keeping our workplace free of harassment. Any employee who experiences or observes conduct which he or she believes constitutes harassment or retaliation should report this problem to a supervisor or the Company president immediately. All complaints will be investigated impartially, promptly, thoroughly, and as confidentially as possible. Employees are expected to cooperate in the investigation process. Substantiated acts of harassment will be met with appropriate corrective action, up to and including termination of employment. The discipline will vary depending on the nature, the number and severity of the acts and the position held by the harasser relative to the victim. An individual may be terminated for a first offense if the proven offense is sufficiently serious, using the factors listed above. In addition, any retaliatory action taken against an individual who honestly complains of harassment is a form of discrimination which will result in disciplinary action against the perpetrator of the retaliation.
- ✚ For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when:
 - Submission to such conduct is made an implicit or explicit condition of an individual's employment;
 - Submission to or rejection of such conduct affects employment opportunities; or
 - Such conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.
- ✚ Workplace bullying and/or corporate bullying is a form of harassment that will not be tolerated in the workplace. If you are aware of bullying in the workplace and do not take action, then you are accepting a share of the responsibility for any future abuses. This means that witnesses of bullying behavior should be encouraged to report any such incidences. The following is Winger Contracting Companies' policy towards workplace bullying and corporate bullying:
 - Winger Contracting Companies considers workplace bullying unacceptable and will not tolerate it under any circumstances. Workplace bullying is behavior that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients, or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks.
 - Winger Contracting Companies believes all employees should be able to work in an environment free of bullying. Managers and supervisors must ensure employees are not bullied.
 - Winger Contracting Companies will use its Workplace Violence Prevention procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.
- ✚ Winger Contracting Companies encourages all employees to report workplace bullying. Managers and supervisors must ensure employees who make complaints, or witnesses, are not victimized.
- ✚ Winger Contracting Companies has a non-retaliation policy, intended to prevent an individual who reports a violation of law or company policy from being punished. If an employee needs help or wants to discuss an issue in the workplace, they are encouraged to contact leadership, the safety director/human resources or general counsel.
- ✚ Disciplinary action will be taken against anyone who bullies a coworker. Discipline may involve a warning, transfer, counseling, demotion or dismissal, depending on the circumstances.
- ✚ The contact person for bullying at this workplace is: Lee Johns, HR/Safety Director, Phone Number: 641-799-7097.



Meeting Date: _____ Trainer: _____

Supervisor: _____ **Attendees: (Please print clearly)** Location: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



WEEKLY SAFETY MEETING

EEO / Workplace Violence / Harassment Policy Quiz

1. It is the policy of the Company to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, national origin, physical or mental disabilities, marital status, veteran status, or any other status protected by law. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment.
True or False? _____
2. Employees are directed to bring any violation of this policy to the immediate attention of their _____ or the Company president.
 - A. Safety Director
 - B. Supervisor
 - C. Foreman

3. All employees are responsible for keeping our workplace free of harassment. True or False? _____
4. For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when:
 - A. Submission to such conduct is made an implicit or explicit condition of an individual's employment;
 - B. Submission to or rejection of such conduct affects employment opportunities; or
 - C. Such conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.
 - D. All of the above

5. If you are aware of bullying in the workplace and do not take action, then you are accepting a share of the responsibility for any future abuses.
True or False? _____
6. Workplace bullying is behavior that:
 - A. Harms
 - B. Intimidates
 - C. Offends, degrades or humiliates an employee
 - D. All of the above

7. Managers and supervisors must ensure employees who make complaints, or witnesses, are not victimized. True or False? _____
8. Disciplinary action will be taken against anyone who bullies a coworker. True or False? _____
9. Discipline may involve:
 - A. Warning, counseling
 - B. Transfer
 - C. Demotion or dismissal, depending on the circumstances.
 - D. All of the above

10. The contact person for bullying at this workplace is Lee Johns, HR/Safety Director, Phone Number: 641-799-7097. True or False? _____



Printed Name: _____ Trained by: _____

Signature: _____ Trained by Signature: _____

Date: _____ Location: _____