



## POLICY AGAINST HARASSMENT

Condon-Johnson & Associates, Inc. (CJA) is committed to providing a workplace free of sexual harassment (including harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, veteran status, and family care or medical leave status. CJA will not tolerate harassment of employees by managers, supervisors, or co-workers.

Harassment includes conduct that create an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when 1) submission to the conduct is made either an explicit or implicit condition of employment, 2) submission to or rejection of the conduct is used as the basis for an employment decision; 3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassment can take many forms and includes, but is not limited to, impeding another's movement or otherwise physically interfering with normal work, assault, making slur's, jokes, gestures, pictures, drawings, or cartoons based on an employee's sex, race, color, national origin, religion, age, physical disability, mental disability, medical condition, ancestry, marital status, sexual orientation, family care or medical leave status, or veteran status. Sexually Harassing conduct includes all of the above, as well as other unwelcome conduct such as requests for sexual favors, unwelcome sexual advances, and conversation containing sexual comments. Sexually harassing conduct can be by a person of either the same or opposite sex.

Any incident of harassment or discrimination should be reported promptly to Laurie Walters at (510)636-2100, who will be responsible for investigating the matter. Managers or Superintendents who receive complaints or who observe harassing conduct should inform Laurie Walters immediately. An employee is not required to complain first to Laurie Walters if that person is the individual who is harassing the employee. Instead, the employee may report the harassment to either Mr. Jerry Condon or Mr. James Johnson. Every reported complaint of harassment will be investigated thoroughly, promptly, and in a confidential manner. CJA will not tolerate retaliation against any employee for making a complaint of harassment to Laurie Walters or to any manager, or for cooperating in an investigation.

If a violation of this policy is found to have occurred, CJA will discipline the offender. Discipline can range from a warning up to and including termination, depending on the circumstances. Harassment and retaliation for opposing harassment or participating in investigations of harassment are illegal. In addition to notifying CJA about harassment or retaliation complaints, affected employees may also direct their complaints to the California Dept. of Fair Employment and Housing ("DFEH") which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (FEHC) or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. You can contact the nearest DFEH office or the FEHC by checking the state government listings in the local telephone directory.

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