



licensed electrical contractor
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EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Kleinberg Electric, Inc. not to discriminate on the basis of race, color, religion, creed, national origin, sex, age, disability, handicap, marital status, sexual orientation, citizenship, or veteran status, in accordance with applicable federal, state and local laws. This applies to all personnel actions, including but not limited to, promotion, demotion, transfer, recruitment, layoff or other termination, recall, rates of pay and other benefits and selection for training. Further, it is the policy of Kleinberg Electric, Inc. to provide an environment free of sexual harassment. Sexual or any other form of harassment is a violation of Title VII Civil Rights Act of 1964 and it is against policy for any employee, male or female, to sexually harass another individual. In this regard, it is the intent and resolve of Kleinberg Electric, Inc. to fully comply with all applicable laws for establishing and implementing Equal Employment Opportunity policies related to the protected classes mentioned above.

It is the responsibility of all employees to act in accordance with the Company's Equal Employment Opportunity policy. All managers and supervisors are responsible for carrying out this policy.

Policies on equal employment opportunity will be posted in prominent locations. Any employee who feels that he/she has been discriminated against should communicate directly with John Vilardi our Superintendent

for investigation of the complaint. Additionally, all employees, managers, and non-managers alike are expected to fully cooperate during the conduct of any investigation. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation. If an investigation reveals that the complaint is valid, prompt attention and action designed to immediately stop the discrimination and to prevent its recurrence will be taken by Kleinberg Electric, Inc.

With respect to sexual harassment, Kleinberg Electric, Inc. prohibits:

- Unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made either explicitly or implicitly a term or condition of employment, submission to or rejection of such conduct is used as the basis for decision.
- See attached, Kleinberg Electric, Inc.'s Policy Against Sexual Harassment.

Kleinberg Electric, Inc., prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However if after investigating any complaint of harassment or unlawful discrimination the Company determines that the complaint is not bona fide or that the employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or gave the false information.

CAROL KLEINBERG – PRESIDENT 2/28/18