

Reviewed: January 28th, 2022

Anti-Harassment Policy

Rock Road Companies, Inc. is committed to protecting and safeguarding the rights and opportunities of all its employees to seek, obtain, and hold employment without harassment or discrimination of any kind. In keeping with this commitment, Rock Road Companies, Inc. will not tolerate harassment of any Rock Road employee by anyone, including but not limited to: supervisors, co-workers, vendors, clients, or customers.

Harassment consists of unwelcomed conduct, whether verbal, physical, or visual that is based upon a person's protected status, such as sex, color, ancestry, disability, marital status, race, creed or religion, age, use or non-use of lawful products off the Company's premises during non-working hours, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, gender identity or expression, genetic testing, military service membership or veteran status, or any other protected classification under applicable federal, state and local laws governing nondiscrimination. Rock Road Companies, Inc. will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Sexual harassment deserves special mention. Sexual harassment is a violation of Title VII of the Civil Rights Act, and it is against the policies of Rock Road Companies, Inc. for any employee or individual working on Rock Road jobsites (male or female) to sexually harass another employee by (not limited to):

- a.) making unwelcomed sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature as a condition of an employee's employment, or
- b.) making submission to or rejections of such conduct the as the basis for employment decisions affecting the employee, or
- c.) creating an intimidating, hostile, or offensive working environment by such unwanted conduct.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that interferes with our work effectiveness. Sexual harassment may take different forms.

One specific form is the demand for sexual favors. Other forms of harassment include:

Verbal	Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, and threats.
Non-Verbal	Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.
Physical	Unwanted physical contact, including touching, pinching, brushing the body or other forms of assault.

Harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the workplace. Regardless of the form it takes verbal, non-verbal or physical; harassment can be insulting and demeaning to the recipient and cannot be tolerated. Harassment by any employee, manager, supervisor, or non-employee will not be tolerated. All employees and individuals (vendors, sub-contractors, etc.) will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy against harassment. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination.

ANTI-HARASSMENT COMPLAINT PROCEDURE

1. Any employee who believes he or she has been the subject of harassment should report the alleged act immediately to his or her direct supervisor, appropriate manager, or the EEO Officer or Coordinator. If a complaint involves a manager or supervisor, the complaint may be filed directly with the EEO Officer, EEO Coordinator, or any other Rock Road official.
2. To file a complaint, you can start by talking with your supervisor, or call us at the office or send us an email:

Rock Road Companies, Inc.

608-752-8944

Tiffany Adleman, EEO Officer:

tadleman@rockroads.com

Barb Hiser, EEO Coordinator:

bhiser@rockroads.com

3. In addition to the above, if you feel you have been subject to harassment, you may also file a formal complaint with either of the government agencies set forth in the attached list of State and Federal Compliance Agencies.

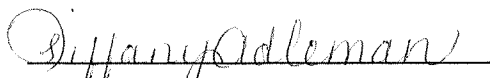
4. All complaints will be handled in a timely (typically within 30 days) and in a confidential manner to the greatest extent possible. In no event will information concerning a complaint be released by Rock Road to third parties or to anyone within Rock Road who is not involved with the investigation, nor will anyone involved be permitted to discuss the subject outside the investigation. The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of harassment, and to protect the reputation of any employee wrongfully charged with harassment.

5. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. The company prohibits retaliation against an employee for reporting a discrimination or harassment complaint or participating in the investigation of such a complaint. An employee found to have engaged in such retaliation will be disciplined, up to and including termination. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.

5. If the investigation reveals that the complaint is valid, prompt attention and disciplinary action, including but not limited to suspension or termination, will be taken to stop the harassment immediately and to prevent its recurrence will be taken. Upon completion of each investigation, the company will inform every complainant of all of their avenues of appeal.

Rock Road recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in the matter. Given the nature of this type of discrimination, it should be realized that false accusations of harassment can have serious effects on innocent individuals. We trust that all of our employees will continue to act responsibly to establish and maintain a pleasant working environment, free of discrimination, for all. Any employee is encouraged to raise questions he or she may have regarding discrimination or harassment with the EEO Officer, Tiffany Adleman or EEO Coordinator, Barb Hiser.

Signed this 28th day of January, 2022


Tiffany Adleman
EEO Officer

STATE AND FEDERAL GOVERNMENT COMPLIANCE AGENCIES

Equal Rights Division – Department of Workforce Development

Madison Office

210 E. Washington Ave., Rm. A100
P.O. Box 8928
Madison, WI 53708
608-266-6860

Milwaukee Office

819 N 6th Street, Rm. 723
Milwaukee, WI, 53203
414-227-4384

Equal Employment Opportunity Commission

Washington D.C. Office

131 M Street, NE
Washington, DC 20507
800-669-4000

Milwaukee Area

310 W. Wisconsin Ave., Suite 500
Milwaukee, WI 53203
414-662-3680

Chicago Area

230 S. Dearborn St.
Chicago, IL 60604
312-872-9744

Illinois Department of Human Rights

Chicago Office

555 W. Monroe St., 7th Floor
Chicago, IL 60661
312-814-6200

Springfield Office

535 West Jefferson, 1st Floor
Springfield, IL 62702
217-785-5100