



SEXUAL HARASSMENT POLICY

Climate Engineers & Climate River Valley fosters respect for the dignity and worth of all employees and is committed to maintaining a working environment free of sexual harassment. Sexual harassment is immoral and illegal, and will not be tolerated.

Sexual harassment may occur within a variety of relationships. Some such relationships involve unequal authority, as between supervisors and employees supervised, customers and employees, and/or sub-contractor employees and supervisors. All allegations of sexual harassment will be scrutinized, regardless of the relationship of complainant to an alleged offender.

Climate Engineers & Climate River Valley reaffirms and emphasizes its commitment to provide an environment free from sexual harassment and to provide a means to remedy sexual harassment that may be experienced by any Climate Engineers & Climate River Valley employee. All complaints of sexual harassment will be investigated. Any Climate Engineers & Climate River Valley employee, who, in good faith, makes a complaint of sexual harassment, will not be subjected to retaliation in any form. Any individual violating the prohibition against retaliation may be subject to disciplinary action.

All Climate Engineers & Climate River Valley employees are encouraged to utilize the procedures set forth in this policy any time they believe they have been subjected to sexual harassment or believe they have witnessed sexual harassment of or by another employee.

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DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a form of unlawful sex discrimination. It is defined as unwelcome verbal or physical conduct of a sexual nature or unwelcome or offensive gender-based conduct when:

1. Submission to the conduct is made a term or condition explicitly or implicitly of employment.
2. Submission to or rejection of the conduct is used as or threatened to be used as a factor in decisions affecting an individual's employment.
3. The conduct is of such a nature that it unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive employment environment.

EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment involves any sexual or gender-based attention that is unwanted, unwelcome, and/or offensive. Sexual harassment may include, but is not limited to:

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1. Direct or implied threats that submission to sexual advances will be a condition of employment.
2. Physical assault.
3. Sexual advances or sexual conduct which is unwanted and which unreasonably interferes with a person's work.
4. Comments of a sexual nature or derogatory gender-based comments; sexually explicit statements; unwanted touching; unwelcome physical conduct; whistling; leering; improper gestures or offensive remarks, including unwelcome comments about appearance; sexual jokes or inappropriate use of sexually explicit or offensive language; remarks about sexual activity, experience or orientation; and/or the display of sexually suggestive, explicit, or oriented objects, pictures or other materials when such comments, conduct, actions, or materials unreasonably interfere with a person's work.

COMPLAINT PROCEDURE

Because sexual harassment may involve a wide range of sexually oriented behaviors and may be, in part, a function of the way in which such behaviors are perceived, simply informing an individual whose behavior is problematical that the behavior is unwelcome or offensive may be all that is needed to address the situation. However, if circumstances are such that the recipient of the conduct is unable or unwilling to address the conduct in this way, Climate Engineers & Climate River Valley strongly encourages the prompt reporting of complaints of sexual harassment utilizing the following complaint procedure:

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The Climate Engineers & Climate River Valley Job Site Superintendent is responsible for the administration of the sexual harassment policy and for the investigation of sexual harassment complaints between employees or when the alleged harasser is an employee. A complaint alleging violation of Climate Engineers & Climate River Valley's sexual harassment policy can be made as follows:

1. Employees who believe themselves to have been sexually harassed by other employees or third parties (for example, vendors or independent contractors) should make complaints of sexual harassment to an immediate supervisor. If the recipient of the unwanted behavior is unable or unwilling to report the conduct to this individual, complaints should be made up the chain of command in the case of an employment situation, and to the next supervisory level.
2. Complaints by employees against other employees about conduct outside of an employment or teaching relationship should be made to the Climate Engineers & Climate River Valley On-Site Superintendent, Safety Coordinator or Co-Safety Coordinator.
3. Complaints by staff or about conduct by staff should be made to the Climate Engineers & Climate River Valley Safety Coordinator or Co-Safety Coordinator. (*reference Company Safety Contacts page*)

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In the appropriate circumstance, the recipient of a complaint of sexual harassment, with guidance from the Safety Coordinators, as well as Management will explore the possibility of an informal resolution of the complaint. If necessary, steps will be taken to insure that the complained conduct does not continue pending resolutions of the complaint.

If informal resolution cannot be accomplished, an investigation will be conducted by Climate Engineers & Climate River Valley.

Upon completion of the investigation, the outcome will be communicated to the aggrieved party and the person(s) accused. Where sexual harassment is substantiated or there is reasonable belief that sexual harassment has occurred, remedial action will be taken, if appropriate.

RETAILIATION

Individuals who report harassment or are involved in the investigation of a harassment complaint will not be subject to reprisal or retaliation. Retaliation is regarded as a very serious violation of this policy and should be reported immediately.

DUTY TO REPORT

All Climate Engineers & Climate River Valley employees will be held accountable for adhering to this policy, for reporting promptly any incident of harassment, and for maintaining a positive and productive work environment. If any supervisor receives a report of harassment or believes he or she has observed harassment he or she is required to notify promptly the Safety Coordinator or Co-Safety Coordinator. Failure to make the required notifications may subject the individual to discipline, up to and including discharge.

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CONFIDENTIALITY

All complaints of sexual harassment will be treated confidentially to the extent practical. Only those individuals who are necessarily involved in an investigatory process and/or in the decision regarding resolution of the complaint should ordinarily be provided access to information regarding any allegation of sexual harassment. All information regarding sexual harassment complaints will be maintained in a confidential file in the office, and will not be maintained in either personnel or individual files.

APPEALS AND GRIEVANCES

Appeals or grievances regarding sexual harassment complaints/resolution must be requested in writing to the address below:

Climate Engineers, Inc.
Mark Watson
P.O. 401
Cedar Rapids, Iowa 52406

Climate River Valley
Heath Allard
210 Fisher Ct.
Eldridge, IA 52748

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SEXUAL HARASSMENT QUIZ

1. If a sexual harassment incident occurs outside work, a complaint can be filed with Climate Engineers or Climate River Valley.

True **False**

2. Sexual harassment complaints are generally false or unjustified.

True **False**

3. One single incident may be considered to be sexual harassment.

True **False**

4. Sexual harassment is provoked by women.

True **False**

5. A Climate Engineers & Climate River Valley employee has the right to post any picture in his or her work space or gang box.

True **False**

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6. Friendly flirting is not sexual harassment.

True **False**

7. One way to stop harassment is to ignore it.

True **False**

8. Jokes in a classroom or in the work environment are all right if everyone laughs.

True **False**

I have been trained and understand my responsibilities concerning sexual harassment.

Name (Print): _____ Date: _____

Instructor's Signature: _____ Date: _____

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1. **If a sexual harassment incident occurs outside work, a complaint can be filed with Climate Engineers or Climate River Valley.**
A. FALSE
2. **Sexual harassment complaints are generally false or unjustified.**
A. FALSE - Contrary to what one might think, false allegations are rare. The real problem is that, too often, the sexual harassment goes unreported. Although false charges are rare, they can occur; an effective complaint procedure to investigate the allegations allows the weeding out of false complaints to protect the innocent.
3. **One single incident may be considered to be sexual harassment.**
A. TRUE- One single behavior or proposition may be considered to be sexual harassment. Repetition is not necessary; the targeted person must have experienced some harm or adverse effect from that single event.
4. **Sexual harassment is provoked by women.**
A. FALSE - This statement puts the blame or responsibility on women for the harasser's behavior. Some men perceive a sexual invitation in the way a woman dresses or the manner in which she behaves. And they act on the assumption that the woman is consenting without verifying this assumption.
5. **A Climate Engineers or Climate River Valley employee has the right to post any picture in his or her work space or gang box.**
A. FALSE
6. **Friendly flirting is not sexual harassment.**
A.TRUE - Flirting is practiced between mutually consenting individuals who are equal in power or authority. Sexual harassment occurs when one individual does not consent to the behavior. Where there exists a power differential, a person might feel forced to engage in some behavior but might not be truly consenting; this would constitute sexual harassment.
7. **One way to stop harassment is to ignore it.**
A.FALSE - Many people who experience sexual harassment tend to ignore it at first, hoping to discourage the harasser. Unfortunately, however, a lack of protest might further encourage the harasser by giving him or her the impression that the targeted person does not mind or is a "safe" target. It is preferable to express clearly to the harasser that the comment or behavior is unwelcome.
8. **Jokes in a classroom or in the work environment are all right if everyone laughs.**
A. FALSE - Humor in the work or study environment is often used in an attempt to lighten up a group's mood or as a sign of friendship or camaraderie. When everyone laughs, it does not necessarily mean that a joke is all right. Sometimes we laugh in order to be part of the group even though the joke hurts. One person might think that it's a good joke or a funny situation while another might be unhappy or offended but fearful of saying it. In fact, some jokes are completely inappropriate in a given context or circumstance. When "humorous" comments of a sexually-oriented or sexist nature are unwelcome, they may constitute sexual harassment by creating a poisoned work and study environment.