



American Subcontractors Association-Midwest Council
Equal Employment Opportunity and Anti Discrimination Policy
(Adopted May 21, 2008)

A. **Statement of Policy.** The Association provides equal employment opportunities to each employee and applicant for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, handicap or disability, unfavorable discharge from military service, status as a Vietnam-era or special disabled veteran, or citizenship status in accordance with applicable law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

B. **Prohibition Against Unlawful Harassment.** The Association expressly prohibits any form of unlawful employee harassment based on race, color, religion, national origin, ancestry, age, sex, marital status, handicap or disability, unfavorable discharge from military service, status as a Vietnam-era or special disabled veteran, or citizenship status in accordance with applicable law.

C. **Specific Policy on Sexual Harassment.** With respect to sexual harassment, the Association prohibits:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment,

b. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment, or

c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment;

2. Offensive comments, jokes, innuendos and other sexually oriented statements.

D. **Complaint Procedure.** An employee who believes she/he has experienced any harassment based upon race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, handicap or disability, unfavorable discharge from military service, or status as a Vietnam-era or special disabled veteran or who believe they have been treated in an unlawful, discriminatory manner, should promptly report the matter to the President of the Association for investigation or if to do so would be in appropriate, to the Vice President of the Association. The Association promptly will conduct a thorough, objective investigation of the complaint and attempt to resolve the situation. If the Association determines that unlawful discrimination has occurred, the Association will take appropriate action. The Association will not tolerate any retaliation against an employee for filing a complaint in good faith.