

# CORPORATE POLICY

## *EQUAL EMPLOYMENT OPPORTUNITY*

### ***EQUAL EMPLOYMENT OPPORTUNITY AND PROHIBITION OF SEXUAL AND OTHER UNLAWFUL HARASSMENT***

Terra Contracting, LLC is an Equal Opportunity Employer. The Company supports and conducts all operations in compliance with applicable civil rights laws prohibiting discrimination in employment based on race, color, national origin, religion, age, sex, height, weight, marital status, qualified disabled status, misdemeanor arrest record and any other characteristics protected by law. This is a shared responsibility: all Company personnel are required to conduct themselves at all times in a manner consistent with a commitment to company policy.

It is the policy of the Company to provide and maintain a work environment that is free of intimidation, offensive behavior and harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, disability, or any other protected characteristic, or any other conduct which may be insulting, embarrassing or harmful is prohibited under this policy.

For the purpose of this policy, the term "harassment" means any unwelcome or unsolicited verbal, physical or sexual conduct that interferes with an employee's job performance or creates a hostile, offensive or abusive work environment.

Sexual harassment (both overt and subtle) is a form of employee misconduct that demeans another person and undermines the integrity of the employment relationship. Sexual harassment includes unwelcome sexual advances and unwelcome physical or verbal conduct of a sexual nature and is strictly prohibited under this policy.

Examples include:

Off-color jokes, sexual innuendo, references to another's anatomy, improper touching, sexual come-ons, and the like.

No employee is required or permitted to submit to harassment in violation of this policy. If an employee believes he or she has been harassed, discriminated against or otherwise treated in violation of this policy, he or she is required to report such concerns. All such reports should be made as soon as possible directly to the employee's manager. Or, if you would prefer, employees may contact another member of the management team. Any employee concerns will be held in confidence to the extent possible.

The Company assures that there will be no retaliation against any employees in complying with this requirement, and will take steps to effectively prevent reprisal in any form by an accused individual.

In respecting each employee's privacy and dignity as much as possible, the Company will promptly investigate all reports under this policy and take appropriate action based on the investigation. Sexual or other unlawful harassment will result in disciplinary action, up to and including termination of employment.