

E-190 HARASSMENT

Policy:

The Company will not tolerate harassment and desires to protect all employees from harassment. The company's policy is to maintain a working environment that is free from any form of harassment related to a person's age, color, race, religion, disability, gender, national origin or sexual orientation. This policy prohibits harassment of employees because it interferes with a productive working environment, interjects irrelevant consideration into personnel decisions and generally demeans the victims of harassment. Harassment will not be tolerated and, after investigation, may result in termination.

In addition to Company liability, individual managers, supervisors, foremen, and employees may be sued and held personally liable for their own conduct and for the conduct of employees whom they supervise.

In addition, the company wishes to avoid liability and unwelcome publicity related to such behavior. The personal conduct of managers, supervisors, foremen, office personnel and all other employees of the firm must be such that they are not vulnerable to claims of harassment.

All claims of harassment shall immediately be reported in writing to the Human Resources Office. Prompt and effective disciplinary action will result if harassment is found to have occurred.

Procedures:

ACTION FOR MANAGERS, SUPERVISORS AND FOREMEN

1. Be sure your own conduct sets an example and, if it does not, you may be vulnerable to claims of harassment.
2. Take affirmative steps to assure that your employees are not involved in harassment.
3. Communicate this policy to all employees and make it clear that claims of harassment will be investigated promptly, thoroughly and that appropriate discipline will follow.
4. Assure employees that the company will treat complaints seriously and fairly and personally follow thru to Human Relations to assure we do.

ACTION FOR EMPLOYEES WHO FEEL THEY HAVE BEEN HARASSED

1. If you think you are being harassed on the job, report the incident to your supervisor, Human Resources, or any corporate officer. Your concerns about confidentiality will be respected.
2. Tell the harasser in person or by letter (when it is reasonably certain such action will not jeopardize your personal safety) that his or her behavior is neither humorous nor welcome and must cease immediately.
3. If desired, seek personal support or counseling.
4. Keep a written record documenting as precisely as possible what happened, when and where it took place, the names of any witnesses, the response and any other information that may be helpful.

NOTICE

It is the policy of the Company to provide Equal Employment Opportunities to all who apply for work on our projects. (Please see Equal Employment Opportunity Policy Statement.) Our employees have been informed that when work is available, applicants will be selected solely of the basis of their ability to do the job. We will recruit, hire, train and promote persons in all job classifications, without regard to age, color, disability, national origin, race, religion, gender, or pregnancy.

If you feel that you have been denied available work because of your age, color, disability, national origin, race, religion, gender, or pregnancy.

Please call or write to:

**Bryant Group Inc.
Janice Reyes, EEO Officer
7891 Beechcraft Ave.
Gaithersburg, MD 20879
(301) 670-2700
8:00 A.M. to 4:00 P.M**

Report the time, date and place of application for work, the name or positive of the person who refused to hire you, and your reasons for feeling that you were discriminated against.