



Wolyniec Construction Inc.

294 Freedom Road • P.O.Box 666 • Williamsport, PA 17703
Phone (570) 326-4428 • Fax (570) 326-4012

NON-DISCRIMINATION AND HARASSMENT POLICY

Policy Statement

Wolyniec Construction, Inc. is committed to providing a work environment free from discrimination and harassment and prohibits the following:

- Discrimination against employees and applicant for employment based on race, religion, sex, sexual orientation, gender identity, age, national origin, or disability.
- Any act, policy or practice which has the effect of harassing or intimidating any employee on the based on race, religion, sex, sexual orientation, gender identity, age, national origin, or disability.
- Any act, policy or practice which has the effect of creating, facilitating or permitting the existence of a work environment which is hostile to employees through acts such as verbal abuse and derogatory comments based on race, religion, sex, sexual orientation, gender identity, age, national origin, or disability.
- Harassing conduct by anyone in the workplace.
- Any retaliation against employees for participating in an investigation, or for bringing related concerns forward.

It is the policy of Wolyniec Construction, Inc. to maintain a work environment free from harassing conduct. Harassing conduct is defined as any unwelcome verbal or physical conduct based on any characteristic protected by law when, The behavior can be reasonably considered to adversely affect the work environment or an employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct.

Harassment consists of unwelcome conduct, verbal, nonverbal, or physical, which is based on a person's race, religion, sex, sexual orientation, gender identity, age, national origin, or disability. Harassment may include name calling, derogatory remarks, offensive jokes, the display or circulation of offensive printed material or offensive physical actions.

Reporting, Investigation and Resolution

Any person that believes he/she has been subject to an incident of discrimination or harassing conduct in violation of this policy should report the matter, either orally or in writing, to a Supervisor, EEO Officer or President. All information will be kept confidential. Claims may also be submitted anonymously, but this may make the incident difficult to investigate.



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The companies EEO officer and President is Steve Schenck. He can be reached by telephoning (570) 326-4428, ext. 103, or by mail addressed to 294 Freedom Road, Williamsport, PA 17701. He may also be reached by cell phone at (570) 220-1255.

Each employee is responsible for becoming familiar with the provisions of the policy, complying with all requirements of the policy, and cooperating with any inquiry under the policy. Each employee shall also act professionally and refrain from discrimination or harassing conduct.

If after a thorough investigation is completed, the Company determined that harassment or discrimination has occurred, disciplinary action such as counseling, written warning, demotion, or termination will be taken at the discretion of the company's management.

Any questions concerning any aspect of the policy may contact Steve Schenck.

Signed: _____

Steven W. Schenck, President

Dated: _____