

# → ARROW-CRETE → CONSTRUCTION, LLC

P.O. Box 14823, Milwaukee, WI 53214-0823  
Phone: (414) 443-5480 Fax: (414) 443-5480

## EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

Arrow-Crete Construction, LLC will not discriminate against any employee or applicant for employment because of their race, creed, color, religion, sex age, national origin, ancestry, disabilities, veteran status, marital status, sexual orientation, military status, arrest or conviction record, honesty testing, pregnancy or childbirth, use or nonuse of lawful products off company premises during non-working hours, genetic testing, or any other protected class by state or federal law. We are strongly committed to this policy and believe in the concept and spirit of the law.

It is the policy of Arrow-Crete Construction, LLC to:

Take affirmative action to ensure that applicants are employed and that employees are treated without regard to their race, creed, color, religion, sex, age, national origin, ancestry, disabilities, veteran status, marital status, sexual orientation, military status, arrest or conviction record, honesty testing, pregnancy or childbirth, use or nonuse of lawful products off company premises during non-working hours, genetic testing, or any other protected classifications. Such action shall include, but not limited to the following: employment, upgrading, demotion or transfer, recruitment, layoffs or termination, raises of pay or other forms of compensation and selection of training, including apprenticeship;

Assure that applicants are employed, and that employees are treated during employment without regard to race, creed, color, sex, age, national origin, or disability. Such action shall include: employment, upgrading, demotion, or transfer, recruitment, layoff or termination, rates of pay or other forms of compensation and selection for training; including apprenticeship and/or on the job training.

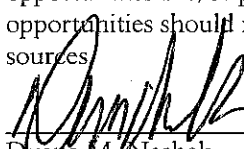
Comply with all the relevant and applicable provisions of the current Americans with Disabilities Act.

Employees and applicants will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have exercised any right protected by law.

Arrow-Crete Construction, LLC believes in and practices equal opportunity and affirmative action. Ann Neshek, Vice President, serves as the Equal Opportunity Coordinator for Arrow-Crete Construction, LLC and has overall responsibility for assuring compliance with this policy. Mrs. Neshek can be reached at (414) 443-1911. All employees are responsible for supporting the concept of equal opportunity and affirmative action and assisting Arrow-Crete Construction, LLC in meeting its objectives.

Arrow-Crete Construction, LLC encourages present minority and female employees to recruit other minority persons and women.

Arrow-Crete Construction, LLC encourages minorities and women to participate in on-the-job training opportunities and/or participate in training programs that are relevant to the company's needs. These opportunities should not be limited to those provided by the company but also include union and/or other outside sources

  
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Duane M. Neshek  
President

February 21, 2019

### EQUAL OPPORTUNITY EMPLOYER

City of Milwaukee Certified SBE • WisDOT Certified DBE • WI Dept of Commerce Certified MBE  
U.S. SBA SDB • Dane County Certified MBE • Madison Metro Sewerage Dist Certified MBE

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## SEXUAL HARASSMENT POLICY

Arrow-Crete Construction, LLC endorses the principle that all employees have the right to work in an environment free from harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based upon a person's protected status, such as gender, age, race, religion, color, disability, marital status, national origin, ancestry, sexual orientation, military or veteran's status, use or non-use of lawful products off the company's premises during non-working hours, arrest or conviction record, honesty testing, pregnancy or childbirth, genetic testing, or any other protected group status. Arrow-Crete Construction, LLC will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Sexual harassment is a violation of the Title VII of the Civil Rights Act, and it is against the policies of Arrow-Crete Construction, LLC for any employee or individual working on Arrow-Crete job sites (male or female) to sexually harass another employee by (not limited to):

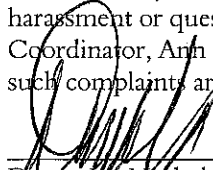
Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature as a condition of an employee's employment; or making submission to or rejections of such conduct as the basis for employment decisions affecting the employee; or creating an intimidating, hostile, or offensive working environment by such unwanted conduct.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale, and/or that interferes with our work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

- |                   |   |
|-------------------|---|
| <b>Verbal</b>     | Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, and threats.                                      |
| <b>Non-Verbal</b> | Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures. |
| <b>Physical</b>   | Unwanted physical contact including touching, pinching, brushing the body and/or other forms of assault.                                |

Harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the work place. Regardless of the form it takes, verbal, non-verbal, or physical; harassment can be insulting and demeaning to the recipient and cannot be tolerated. Harassment by any employee, manager, supervisor or non-employee will not be tolerated. All employees and individuals (vendors, sub-contractors, etc.) will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy against harassment. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination.

It is the policy of Arrow-Crete Construction, LLC to treat all complaints of sexual harassment with respect and confidentiality, and with a high regard for the personal privacy of all concerned parties. Any complaints of sexual harassment or questions regarding this policy should be directed to an individual's supervisor or the EEO Coordinator, Ann Neshek, who can be reached at (414) 443-1911. Mrs. Neshek will be responsible for ensuring such complaints are thoroughly investigated and for recommending appropriate actions to resolve complaints.

  
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Duane M. Neshek  
President

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