

To: All Employees

FROM: Dan DiPietro

DATE: 2/4/2011

SUBJECT: Sexual Harassment Policy Statement

The DiPietro Excavating Inc. is committed to providing a working environment free from discrimination, and to prohibit harassment of employees and applicants, including sexual harassment. DiPietro Excavating Inc. will implement the policy to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination and harassment of employment.

Sexual harassment is defined as any unwelcome or unwanted sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature from someone in the workplace that creates discomfort and/or interferes with the job. Conduct constitutes harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions and/or retaliation; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Harassment will not be tolerated in the DiPietro Excavating Inc.'s workplace. Such conduct is subject to discipline, up to and including termination. Any employee who believes he or she is a victim of sexual harassment must immediately report any incident to the company's designated EEO Officer. The company will not tolerate retaliation against any employee who complains of sexual harassment or provides information in connection with any such complaint.

Point of Contact:

If you have any questions regarding this policy, please contact Kathy Hill, EEO officer at (330) 488-6450.

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To: All Employees
FROM: Dan DiPietro
DATE: 2/4/2011
SUBJECT: Equal Employment Opportunity Policy Statement

The DiPietro Excavating Inc. is committed to providing a non-discriminatory employment environment for its employees.

The policy of the DiPietro Excavating Inc. is to fully comply with all applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, creed, age, national origin, ancestry, sex, disability, veteran status or military status as defined in section 4112.01 of the Revised Code is prohibited. Violations of this policy will be subject to discipline, up to and including termination.

Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training.

All employees are expected to comply with this Equal Employment Opportunity Policy. Managers and Supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting DiPietro Excavating Inc.'s equal employment opportunity objectives. This policy statement will be disseminated to all employees, various recruitment sources and will be displayed on all construction job sites and business locations.

Persons who believe DiPietro Excavating Inc. has discriminated against them must immediately report any incident to the company's designated EEO Officer. The company will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint.

If you have any questions regarding this policy, please contact Kathy Hill, EEO Officer, at (330) 488-6450.