



GREEN ACRES

CONTRACTING

EEO POLICY STATEMENT

IT IS THE POLICY OF THIS COMPANY TO ASSURE THAT APPLICANTS ARE EMPLOYED, AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT WITHOUT REGARD TO THEIR RACE, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, COLOR, ANCESTRY, NATIONAL ORIGIN, AGE, DISABILITY, UNION MEMBERSHIP, OR VETERAN STATUS. SUCH ACTION SHALL INCLUDE: EMPLOYMENT, UPGRADING, DEMOTION, OR TRANSFER; RECRUITMENT OR RECRUITMENT ADVERTISING; LAYOFF OR TERMINATION; RATES OF PAY OR OTHER FORMS OF COMPENSATION; AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP, PRE-APPRENTICESHIP, AND/OR ON-THE-JOB-TRAINING.

IF THERE ARE ANY QUESTIONS CONCERNING THIS POLICY PLEASE CONTACT THE EQUAL OPPORTUNITY OFFICER:

NAME: JAMES F. HUMBERSTON
ADDRESS: P.O. BOX 463
SCOTTDALE, PA 15683
PHONE: 724-887-8096 Ext. 136


James F. Humberston, EEO Officer


Gregory M. Pisula, President

January 11, 2019



GREEN ACRES

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TO ALL EMPLOYEES

NOTICE

Green Acres Contracting Co, Inc. is committed to nondiscrimination in employment. Any person who applies for a job with the Company will not be discriminated against because of race, color, religion, sex, sexual orientation, gender identity, age, disability or national origin.

All qualified applicants are welcome to apply for jobs with the Company. In particular, present minority and female employees are encouraged to refer qualified minorities and females to the Company for application.

Please refer all applicants to one of the following Supervisors at 724-887-8096:

Allen Pisula
Douglas Pisula
James Humberston
Jeffrey Humberston
Mark Kaper
Jesse Means
David LaFrankie
Robert Allen Rollinson

Paul Johnston
James McCort
Gregory Pisula
Doug Schiff
Douglas Riley
Rob Rollinson
Nicholas Sibula
David Hostetler



Gregory M. Pisula, President



James F. Humberston, Vice President

January 11, 2019



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January 11, 2019

TO ALL OFFICERS AND SUPERVISORS

Green Acres Contracting Co, Inc. is committed to nondiscrimination in employment. Any person who applies for a job with the Company will not be discriminated against because of race, color, religion, sex, sexual orientation, gender identity, age, disability or national origin.

Very often yours is the responsibility for filling job vacancies. Attention should be given to the distribution of non-white and other minority and female group personnel based on demonstrated skills, promotion potential, education and experience.

When contacting employment sources as for minority and female referrals, ask your employment sources to do a vigorous job of recruiting for minorities and females and always explain the Company's reason for so doing.

It is the duty of each officer and supervisor to exert every care in being fair in the administration of the policy.

Should the occasion arise and we need to advertise in the newspapers for help, please request that at the bottom of the advertisement the "Equal Opportunity Employer" block is added. Applications must conform to the Company's EEO Policies.

Green Acres Contracting Co, Inc.

James F. Humberston, EEO Officer



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Company EEO Policy Statement

It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment without regard to their, race, religion, sex, sexual orientation, gender identity, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprentice, and/or on-the-job training.

Notice encouraging employees to refer minority and female applicants for employment

We encourage the help of all employees in referring minority and female applicants for employment. If you know a minority and/or female who is seeking employment, please refer them to James F. Humberston at (724) 887-8096 Ext. 136

Notice information employees of available training program or entrance requirements

We are participating in an On-The-Job Training Program for the Heavy-Highway Construction Industry. If you are interested in developing a skill in a craft, please contact James F. Humberston at (724) 887-8096 Ext. 136. He will explain the program to you in detail. The only requirement is that you have the desire and ability to develop a skill in the craft in which you are interested.

Complaint Procedures

Any complain of alleged discrimination by this company, its supervisors, or employees, or any person acting on behalf of the company, should immediately be called to the attention of the company Equal Employment Opportunity Officer.

Notice identifying company EEO Officer by name and contact information

The Equal Employment Opportunity Officer for Green Acres Contracting is James F. Humberston. He may be contacted by writing (P.O. Box 463, Scottsdale, PA 15683) or calling (724) 887-8096 Ext. 136 at any time.

Work Environment Statement

It is the policy of this company to ensure and maintain a working environment free of harassment, sexual harassment, intimidation, and coercion at all sites, and in all facilities at which are employees are assigned to work. This policy will be rigidly adhered to at all times. Any violation of this policy should be reported immediately to your supervisor or the company EEO Officer. (James F. Humberston)

Certification of Non-Segregated Facilities

Green Acres Contracting certifies that all facilities and company activities are non-segregated except that separate of single-user toilet and necessary changing facilities shall be provided to assure privacy of the sexes.

Notice to unions disseminating EEO commitments and responsibilities and requesting their cooperation

Green Acres Contracting will continue to make the company EEO Policy known to the employment entities with whom we deal and in our employment opportunity announcements that employees and applicants for employment will be hired; upgraded, promoted or advanced, demoted; transferred; recruited; laid-off or terminated; compensated; and trained without regard to their race, religion, sex, sexual orientation, gender, identity, color, national origin, age or disability. We will request the cooperation of the entities with whom we deal to assist our company in meeting its EEO obligations. It is also the policy of this company to provide reasonable accommodations for qualified disabled individuals.

Sexual Harassment Policy

Each employee of Green Acres Contracting Co., Inc. is entitled to a work environment free of sexual harassment. Green Acres Contracting Co., Inc. prohibits sexual harassment in any form. Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and the guidelines of sexual harassment adopted by the Equal Employment Opportunity Commission (EEOC) and the Pennsylvania Human Relations Commission (PHRC). Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of sexual nature. Any employee of Green Acres Contracting Co., Inc. who engaged in sexual harassment is subject to severe discipline, including discharge. Complaints of alleged sexual harassment and reports of such incidents should be documented and address to: Green Acres Contracting Co., Inc.

Additional information regarding the aforementioned policies may be obtained from the Company's EEO Officer.

James F. Humberston V.P. / EEO Officer



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DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

All members of GREEN ACRES CONTRACTING COMPANY, INC. staff who are authorized to hire, supervise, promote, and discharge employees or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, GREEN ACRES CONTRACTING COMPANY, INC. equal employment policy and contractual responsibilities. To insure that the above agreement will be met, the following actions will be taken as minimum:

- (1) Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time GREEN ACRES equal employment opportunity policy and its implementation will be conducted by the EEO Officer or other knowledgeable Company officials.
- (2) All new supervisory or personnel office employees will be given a through indoctrination by the EEO Officer or other knowledgeable Company officials covering all major aspects of GREEN ACRES equal employment opportunity obligations.
- (3) The EEO Officer or appropriate Company official will instruct all employees engaged in the direct recruitment of employees for the project relative to the methods followed by GREEN ACRES in locating and hiring minority and female group employees.

In order to make GREEN ACRES equal employment opportunity policy known to all employees, prospective employees, and potential sources of employees, GREEN ACRES will take the following actions: Notices and posters setting forth GREEN ACRES equal employment opportunity policy will be placed in areas readily accessible to employees, applicants for employment and potential employees. GREEN ACRES equal employment opportunity policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings or other appropriate means.

GREEN ACRES CONTRACTING COMPANY, INC.



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COMPANY POLICY RE: NON-SEGREGATION

The Company ensures that all facilities and company activities are non-segregated, except for a separate or single-use toilet and necessary changing facilities provided to assure privacy between the sexes. All Company parties, picnics, etc., are available to all employees. In addition, all employment benefits are offered to all qualifying employees.

By: _____

James F. Humberston, EEO Officer



GREEN ACRES

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SEXUAL HARASSMENT POLICY


Each employee of GREENACRES CONTRACTING COMPANY, INC. is entitled to work in an environment free of sexual harassment. GREEN ACRES CONTRACTING COMPANY, INC. prohibits sexual harassment in any form.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and the Guidelines on Sexual Harassment adopted by the Equal Employment Opportunity Commission and the Pennsylvania Human relations Commission.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

We will not tolerate such actions in the day-to-day activities of the Company. Those guilty of such behavior and those supervisory personnel when knowingly allow it to exist will be subject to disciplinary action.

Complaints of alleged sexual harassment and reports of such incidents would be documented and addressed to James F. Humberston, EEO Officer (724) 887-8096 P.O. BOX 463, Scottdale, PA 15683



Gregory M. Pisula, President



James F. Humberston, EEO Officer

January 11, 2019



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AVENUES OF APPEAL/COMPLAINT

Any employee who feels he or she has been discriminated against or harassed, would contact one of the following:

INITIAL APPEAL

The employee shall present their complaint orally, or in writing, within 20 working days of the date of its occurrence, to:

(Immediate Supervisor) Telephone Number

(The supervisor shall attempt to resolve the matter and report a decision to the employee, orally or in writing, within 10 working days of knowledge of complaint)

SECONDARY APPEAL

If the complaint has not been satisfactorily resolved, the employee shall present their appeal, orally or in writing, within 10 working days, to:

JAMES F. HUMBERSTON 724-887-8096 Ext. 136
(Project Superintendent/Manager) Telephone Number

(The superintendent/manager shall attempt to resolve the matter and report a decision to the employee, orally or in writing, within 10 working days of knowledge of complaint)

CONTINUAL APPEAL

If the employee receives an unfavorable decision from the secondary appeal, he or she shall present a written appeal with 10 working days to:

JAMES F. HUMBERSTON, EEO OFFICER 724-887-8096 Ext. 136
(Project or Company EEO Officer) Telephone Number

GREGORY M. PISULA, President 724-887-8096 Ext. 127
Company Official/Designee Telephone Number

FURTHER APPEAL STEPS:

In the event the complaint has not been satisfactorily resolved via the aforementioned appeal procedures, and the employee feels further action is warranted, refer to the Federal and State posters, both of which are posted along with this notice.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION.....300 DAYS
PA HUMAN RELATION COMMISSION.....180 DAYS
PA DEPARTMENT OF TRANSPORTATION..... 90 DAYS



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HARASSMENT AND SEX DISCRIMINATION

The Civil Rights Act requires employers to provide workers with an environment free from any harassment based on their race, color, sex, religion, or national origin. There have been cases of supervisors demanding sexual favors from employees under threat of some kind of retaliation on the job, such as: undesirable work assignments, denial of promotions, no overtime, and even dismissal. In many cases, employers were unaware of what was going on, and for a long time employees were too embarrassed or intimidated by the situation to say anything about it.

The courts have ruled that sexual harassment is a form of sex bias that can serve as a basis for a charge under the Civil Rights Act. They have taken the view that the company is responsible for supervisors' actions unless it has done all it could to discourage such actions or have responded quickly and decisively with appropriate discipline.

It is the position of GREEN ACRES CONTRACTING COMPANY, INC. that every employee has the right to work in an environment totally free of sexual harassment and offensive use of ethnic, racial or sex-oriented joking or epithets. Such conduct does not advance the purposes of our company at all, is morally wrong and may subject the company to legal exposure. Consequently, any employee who engages in the prohibited conduct will be subject to disciplinary action, up to and including discharge.

What conduct constitutes prohibited sexual harassment.

1. It is sexual harassment for any supervisor to condition the award of any benefit on the granting of sexual favors or the establishment of continuance of a personal relationship, or to imply to such employee that the award of such a benefit is conditioned.
2. It is sexual harassment for any employee to state or imply that a particular employee's deficiencies in performance are attributable in whole or in part to the sex of that person.
3. It is sexual harassment for any employee to state or imply that a particular employee's advances in employment have resulted from a granting of sexual favors or the establishment or continuance of a sexual relationship.

Whether or not certain other conduct constitutes sexual harassment may depend upon how that conduct is viewed by the employee who is subjected to that conduct. The employee who initiates or persists in the conduct assumes the risk and the possible penalties in the event that the person who is the object of the conduct views it as offensive, even if it might not have been intended as offensive.

Any person who, during his/her employment at GREEN ACRES CONTRACTING COMPANY, INC., is subjected to sexual harassment or ethnic, racial, or sex joking, or is exposed to such conduct has the right to have such activity terminated immediately. Complaints can be made to either the employee's immediate supervisor or to the Director of Human Resources.

An investigation shall be made concerning the allegations. If the investigation leads to a determination that the charges are true, the necessary corrective action will be taken.

James F. Humberston, EEO OFFICER
January 11, 2019

PENNSYLVANIA HUMAN RELATIONS COMMISSION (PHRC)

Must be filed within 180 days of Alleged Act of Discrimination

Internet Address: www.phrc.state.pa.us

Philadelphia Regional Office
110 North 8th Street, Suite 501
Philadelphia, PA 19107
Phone Voice: 215-560-2496
TTY: 215-560-3599

Harrisburg Regional Office
333 Market Street
8th Floor
Harrisburg, PA 17126-0333
Phone Voice: 717-787-9780
TTY: 717-787-7279

Pittsburgh Regional Office
301 Fifth Avenue
Platt Place, 3rd Floor, Suite 390
Pittsburgh, PA 15222
Phone Voice: 412-565-5395
TTY: 412-565-5711

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)

Must be filed within 300 days of Alleged Act of Discrimination

Internet Address: www.ccoc.gov

Philadelphia District Office
801 Market Street
Suite 1300
Philadelphia, PA 19107-3127
Phone Local: 215-440-2601
Phone Voice: 800-669-400
TTY: 800-669-6820
TTY: 412-565-5711

Pittsburgh District Office
William S. Moorhead Federal Building
1000 Liberty Avenue, Room 1112
Pittsburgh, PA 15222
Phone Voice: 412-395-5902
TTY: 412-395-5904

HARASSMENT COMPLAINT FORM
(Employee)

Complainant: _____

Home Address: _____

Home Phone: _____

Work Address: _____

Work Phone: _____

Date(s) and time(s) of alleged incident(s): _____

Name of person you believe harassed you or another person: _____

If the alleged harassment was toward another person, identify that other person: _____

Describe the incident(s) as clearly as possible. Include a full description of the events, and verbal statements (i.e., threats, requests, demands, etc.), and what, if any, physical contact was involved. Attach additional pages as necessary. _____

Where did the incident occur? _____

List any witnesses who were present: _____

How did you or the person harassed (if not you) react to the harassment?

This complaint is based upon my honest belief that _____
has harassed me or another person. I hereby certify that the information I have provided in
this complaint is true, correct and complete to the best of my knowledge.

(Complainant's signature)

(Date)

(Received by)

(Date)
