

# EEO, ANTI-HARASSMENT, and ANTI-RETALIATION POLICY ACKNOWLEDGMENT FORM

On the date indicated below, I watched a presentation about Hogan’s equal employment opportunity, anti-harassment, and anti-retaliation policy. I was also provided with a handout entitled the “Top Ten Things an Employee Needs to Know About Hogan & Associates Construction’s Equal Employment Opportunity Policy.”

Among other things, I was instructed that Hogan gives equal employment opportunities for all terms and conditions of employment to all qualified individuals regardless of their race, color, age (40 and over), sex, pregnancy, gender identity, sexual orientation, disability, religion, national origin, ancestry, military service, citizenship, or other characteristics protected by law. I was further instructed that the Company prohibits inappropriate conduct (i.e., harassment) based on these same protected characteristics from employees and non-employees alike. I was specifically informed that if I feel I am being discriminated against or harassed on the basis of a protected characteristic, I must report my concern to Hogan’s Human Resources and Safety Director, Jared Morgan. I was informed that all matters that I raise under the policy will be investigated and, if a violation of the policy is found, employees who violate the policy are subject to discipline, up to and including discharge. To the extent possible, consistent with the need to investigate, Hogan will keep any matter that I report under the policy confidential.

I was also instructed that Hogan strictly prohibits retaliation against anyone filing a complaint in good faith. Concerns about retaliation must also be raised with Jared Morgan and will be investigated and remedied as needed. I was informed that an employee retaliating against someone in violation of the policy is subject to discipline, up to and including discharge.

Finally, I understand that nothing in the presentation I watched today, in the handout that accompanied the presentation, or in this acknowledgment form, creates a contract with Hogan or otherwise alters the at-will status of my employment.



SAVE THE FILE AND EMAIL AS AN ATTACHMENT TO:

[jmorgan@hoganconstruction.com](mailto:jmorgan@hoganconstruction.com)

ALTERNATIVELY, PRINT THE FORM AND DELIVER TO HUMAN RESOURCES IN OUR CENTERVILLE OFFICE.

EMPLOYEE NAME (PRINTED)

EMPLOYEE SIGNATURE

DATE