Anti-Discrimination and Anti-Harassment

VanderHouwen is committed to providing a work environment that is free of unlawful discrimination and harassment, including sexual harassment. The Company strictly prohibits discrimination and harassment by or against any individuals involved in company operations, including employees (regardless of position), applicants, interns (paid or unpaid), vendors, contractors, sub-contractors, consultants, customers, clients and any other third party involved in company operations based on race (including traits historically associated with race, such as hair texture and protective hair styles), color, religion, creed, sex (including pregnancy, childbirth, related medical conditions, pregnancy outcomes, reproductive healthcare and autonomy or lactation needs), gender identity (actual or perceived), gender expression, transgender status, familial status, national origin or ethnicity/ancestry, citizenship and immigration status, physical or mental disability (including gender dysphoria), genetic information (including predisposing genetic characteristics), age, veteran status, military status, sexual orientation, marital status, certain arrest or conviction records and status as a victim of domestic violence or any other legally protected class in accordance with federal, state, and local laws and regulations ("protected category"), including an individual's known relationship or association with a member or members of a protected category.

This policy applies to conduct by any individuals involved in the Company's operations and this policy specifically prohibits conduct that creates or contributes to a hostile or offensive working environment for any other person involved in the Company's operations.

If such discrimination or harassment occurs, the reporting and complaint procedure in this policy should be followed.

The Company prohibits unlawful discrimination, harassment, sexual harassment and retaliation, as well as such conduct that does not rise to the level of being unlawful. This policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that the Company deems unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment, sexual harassment or retaliation.

Sexual Harassment Defined

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes unwelcome or unwanted sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment;
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, even if the individual making the report is not the intended target of such conduct.

Under New York law, sexual harassment can also include harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and transgender status. Discrimination based on sex stereotypes, gender expression, and perceived identity can all be forms of sexual harassment. The following is a non-exhaustive list of the types of conduct prohibited by this policy:

- Unwanted sexual advances, propositions, and/or pressure for sexual activity (including repeated and unwelcome requests for dates or romantic gestures and gift-giving);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering; making sexual gestures; displaying of pornographic, sexually suggestive or sexually discriminatory images, objects, pictures, memes, videos, cartoons, graffiti, backgrounds, posters or websites on computers, emails, cell phones, electronic or physical bulletin boards, etc. (this extends to virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual or video meeting);
- Verbal or written conduct: making or using sexist remarks or derogatory or sexually discriminatory comments, innuendos, epithets, slurs, sexually explicit jokes, whistling, suggestive or insulting sounds, lewd or sexual comments about an individual's appearance, body, dress, sexuality or sexual experience; verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading or sexually discriminatory commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, internal instant messages, and tweets or other social media postings;
- Physical conduct: unwelcome or inappropriate touching, physical violence, intimidation, assault or impeding or blocking normal movements;
- Sex stereotyping, which includes evaluating someone's conduct or personality traits against other people's ideas or perceptions about how individuals of a particular sex or gender should act or look, and includes, but is not limited to, remarks or comments regarding an employee's gender expression or requesting that employees take on traditionally gendered roles;

Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, gender expression or transgender status, such as: Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;

Sabotaging an individual's work;

Bullying, yelling, name-calling;

Intentional misuse of an individual's preferred pronouns;

Creating different expectations for individuals based on their perceived identities, such as dress codes that place more emphasis on women's attire.

Retaliation for making reports or threatening to report sexual harassment

Sexual harassment can occur regardless of the sex or gender of the person committing it or the person exposed to it.

Not intending to discriminate or harass is not a defense. The impact of the discriminatory or harassing behavior on another person is what matters. Whether conduct is considered discrimination or harassment is viewed from the standpoint of the person who feels discriminated against or harassed, not the person whose conduct is at issue.

Other Types of "Discrimination or Harassment" Defined

Discrimination or harassment on the basis of any legally protected status is prohibited, including discrimination or harassment based on race (including traits historically associated with race, such as hair texture and protective hair styles), creed, color, religion, sex (including pregnancy, childbirth, related medical conditions, pregnancy outcomes, reproductive healthcare and autonomy or lactation needs), gender identity (actual or perceived), gender expression, transgender status, familial status, national origin or ethnicity/ancestry, citizenship and immigration status, physical or mental disability (including gender dysphoria), genetic information (including predisposing genetic characteristics), age, veteran status, military status, sexual orientation, marital status, certain arrest or conviction records and status as a victim of domestic violence, or any other legally protected class in accordance with federal, state, and local laws and regulations, including an individual's known relationship or association with a member or members of a protected category.

Prohibited discrimination or harassment may include behavior similar to the illustrations above pertaining to sexual harassment, and includes, but is not limited to:

- Verbal conduct including taunting, jokes, threats, epithets, derogatory comments, or slurs based on an individual's protected status;

- Visual and/or written conduct including derogatory posters, photographs, calendars, cartoons, drawings, websites, e-mails, text messages, or gestures based on an individual's protected status; and

- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

Bystander Observation and Intervention

Individuals who observe conduct that may violate this policy are encouraged, but are not required, to take reasonable action to intervene. Methods to intervene may include interrupting the conduct, redirecting the situation to appropriate conduct, checking in with the person at whom the conduct was directed, alerting a Client Supervisor to the situation, and making a report under this policy.

Physical confrontation, violence, or assault is not an appropriate method of intervention. The intervening person must act in accordance with the Company's policies.

Protection Against Retaliation

Retaliation is prohibited against any person covered by this policy who, in good faith:

- Makes a complaint of discrimination or harassment, either internally or with a government agency, using the complaint procedures described below;
- Objects to, opposes or speaks out against discrimination or harassment;
- Participates in a discrimination or harassment investigation;
- Encourages another person to report discrimination or harassment; or
- Files, testifies, assists, or participates in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency.

Prohibited retaliation includes, but is not limited to:

- Termination, demotion, suspension, failure to hire or consider for hire;
- Failure to give equal consideration in making employment decisions;
- Failure to make employment recommendations impartially;
- Public release of personnel files;
- Adversely affecting working conditions or otherwise denying any employment benefit.

Retaliation is unlawful and a form of misconduct that will result in disciplinary action, up to and including termination of employment. Individuals who believe they or any other individual have been subjected to retaliation should report this concern using the complaint procedure set forth below.

Complaint Procedure

Individuals who believe that they or another individual have been subjected to discrimination or harassment, should as soon as possible, report it to their Client Supervisor and/or VanderHouwen Human Resources New York Contractor Addendum by emailing HR@vanderhouwen.com. If an employee alleges that their Client Supervisor or any another manager has engaged in harassing conduct or conduct that is otherwise believed to violate this policy, the employee must report the alleged conduct to VanderHouwen Human Resources - reporting directly to the offending Client Supervisor is not sufficient. Employees are not required to make the report to their Client Supervisor, manager or person who has engaged in the complaint of conduct. Reports of

discrimination or harassment can be made verbally or in writing. To submit a complaint in writing, individuals can use the complaint form attached at the end of this addendum but are not required to do so.

After a report is received or the Company otherwise becomes aware of a possible violation of this policy, a fair, timely, thorough, and objective investigation will be started and completed as soon as possible and will reach reasonable conclusions based on the information collected. The Company will maintain confidentiality surrounding the investigation to the extent possible, consistent with a thorough and objective investigation and to the extent permitted or required under applicable law. Both the person(s) raising the complaint and the person(s) about whom the complaint was made will be permitted to provide information that may be relevant to the investigation. The Company also will gather information and documentation and speak with witnesses, as applicable.

Once the investigation is completed and a determination is made, the complaining party will be advised that the investigation has been completed and may be informed of the resolution. The individual about whom the complaint was made will be informed of the outcome and, if the Company determines that this policy has been violated, will be subject to disciplinary action. The Company expects all employees to fully cooperate with any Company investigation into a complaint of discrimination or harassment.

Supervisory Responsibilities

All Client Supervisors who receive a complaint or information about suspected discrimination or harassment (including sexual harassment), witness behavior that may violate this policy or for any other reason suspect that discrimination or harassment prohibited by this policy is occurring, are required to report such suspected conduct to VanderHouwen Human Resources.

In addition to being subject to discipline for engaging in discriminatory or harassing conduct themselves, Client Supervisors will be subject to discipline, up to and including termination of employment, for failing to report suspected discrimination or harassment or otherwise knowingly allowing such conduct to continue. Client Supervisors will also be subject to discipline for engaging in prohibited retaliation.

Client Supervisors must ensure the workplace is safe, supportive, and free from retaliation against those who raise complaints or act as witnesses both during and after any investigation.

Discipline

If the Company determines that this policy has been violated, including in the event that a Client Supervisor knowingly allows the policy to be violated without reporting it, prompt remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

Good Faith Reporting

The initiation of a good faith complaint of discrimination, harassment and/or retaliation will not be grounds for disciplinary or other retaliatory action, even if the allegations cannot be substantiated or the employee was mistaken about aspects of the complaint. Any individual who makes a complaint that is determined to be intentionally false may be subject to discipline, up to and including termination of employment.

Other Information

Sexual harassment, as well as other types of discrimination and harassment, are illegal under the New York State Human Rights Law, Title VII of the federal Civil Rights Act of 1964, and some local laws. Employees may file a complaint with the federal Equal Employment Opportunity Commission (EEOC), the New York State Division of Human Rights, another enforcement agency (if applicable) or in certain courts of law. Agencies accept and investigate charges of discrimination and harassment, including sexual harassment. Please note that there may be deadlines applicable to filing complaints with government agencies or seeking redress in a court of law. The EEOC has district, area and regional offices and may be contacted by visiting www.eeoc.gov, emailing info@eeoc.gov or by telephone at 1-800-669-4000 (TTY 1-800-669-6820). The New York State Division of Human Rights may be contacted by visiting www.dhr.ny.gov, by telephone at 718-741-8400, or by mail to One Fordham Plaza, Fourth Floor, Bronx, New York 10458. The New York State Division of Human Rights also maintains a toll-free hotline that provides counseling and accepts complaints regarding workplace sexual harassment. This hotline can be reached at 1-800-427-2773.

Employees subjected to unlawful discrimination or harassment may be entitled to certain remedies, including monetary damages, civil penalties, and injunctive relief (such as an order that certain action be taken or certain behavior stop). Individuals can also contact the town, city, or county in which they live or work to find out whether other local agencies may be able to receive complaints. Additional information, including the physical location of agency offices and the rules and requirements for filing complaints, can also be found at the respective agency websites. If an employee believes they have been the victim of a crime, they may contact their local police department.