

SEXUAL HARASSMENT INVESTIGATION

The company has the responsibility to thoroughly investigate any complaint or allegation of sexual harassment. This will be done through private interviews of the parties involved and any witnesses to the conduct.

Once the investigation is complete, the company will act promptly to eliminate the offending conduct, and to take the appropriate disciplinary action to remedy the situation.

SEXUAL HARASSMENT DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by a company employee, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment.

Our response may include such other forms of disciplinary action as deemed appropriate under the circumstances. This action will take into account any retaliation or inappropriate action against the employee making the complaint.

VIII. ANTI-HARASSMENT POLICY

RELCO is committed in all areas to providing a work environment that is free from discrimination and harassment. Harassment based on race, color, sex (including pregnancy), gender identity, sexual orientation, religion, national origin, age, veterans status, disability, or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

STATE AND FEDERAL REMEDIES

The employee also has the right to contact regulatory agencies to deal with this type of complaint. Those agencies are:

The Massachusetts Commission Against Discrimination (“MCAD”)

One Ashburton Place, Room 601
Boston, MA 02108
617-994-6000 Email: mcad@mass.gov

Springfield Office:
436 Dwight Street
Second Floor, Room 220
Springfield, MA 01103
413-739-2145

The United States Equal Employment Opportunity Commission (“EEOC”)

John F. Kennedy Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203
800-669-4000

New Hampshire Commission for Human Rights

2 Industrial Park Drive, Bldg. One
Concord, NH 03301
603-271-2767 Email: humanrights@nh.gov

Maine Human Rights Commission

51 State House Station
Augusta, ME 04333
207-624-6290

Rhode Island Commission for Human Rights

180 Westminster Street, 3rd Floor
Providence, RI 02903
401-222-2661

EQUAL EMPLOYMENT OPPORTUNITY POLICY

RELCO provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics. In addition to federal law requirements, RELCO complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

RELCO expressly prohibits any form of workplace discrimination or harassment based on race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of RELCO's employees to perform their expected job duties may result in discipline up to and including discharge.

WORKER WELFARE POLICY

RELCO firmly believes in supporting and protecting the health, safety, welfare, security and dignity of each worker on its projects. Ethical recruitment and employment practices, as well as safe and healthy working conditions are critical elements to our way of delivering work. We recognize that welfare arrangements and quality work environments not only improve workers' health and well-being, but also enhance performance efficiency, and health and safety compliance.

The company will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability, because he or she is a protected veteran or any other legally protected category. It is also the policy of RELCO to take affirmative action to employ and to advance in employment, all persons without consideration of protected category and to base all employment decisions only on valid job requirements. RELCO's workers are not subject to forced or involuntary labor, are recruited and employed utilizing ethical principles, and are treated with respect and fairness. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training and working conditions at all levels of employment.

RELCO is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on the following legally protected characteristics: race, color, religion, creed, sex, sexual orientation, gender identification, pregnancy or related medical conditions, age, national origin or ancestry, physical or mental disability, protected veteran status, genetic information, union affiliation, or any other consideration protected by federal, state or local laws. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.

NOT A CONTRACT

This handbook is not now or was ever intended to be a contract of employment binding or non-binding. The material supplied is for informational purposes only and is a source of general information concerning the company's policies, procedures and work rules as they exist at the time presented. The policies and procedures expressed are subject to change with or without notice.

The company reserves the right to take any disciplinary action including suspension or termination in all cases it deems appropriate.