



DBM Contractors, Inc.

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Affirmative Action and Sexual Harassment

Statement:

DBM Contractor's is committed to providing all DBM employees a work environment free from discrimination and/or harassment. DBM has no tolerance for individuals that violate the law. In order to comply with the Federal and State laws, DBM must remain knowledgeable of the law and made aware of any violations (or possible violations). Recognizing that training and communication are key factors in maintaining compliance, DBM has developed an Affirmative Action Committee.

Affirmative Action Committee (AAC):

Purpose:

- Ensure DBM complies with Federal and State Affirmative Action (EEO) Laws
- Assist and review any complaints or concerns
- Provide dialog within the company regarding EEO requirements
- Review company procedures to ensure "Good Faith" efforts are being made to provide a diverse work force
- Provide communication and training to employees and management

The Affirmative Action Committee meets at 3 PM on the third Thursday of: Jan, April, July & Oct. The location is determined prior to each meeting. The committee consists of 6 volunteers- 3 appointed by management and 3 elected by the employees. Should an employee have any issue they would like to have addressed by the AAC, or if they would like to volunteer for service on the committee they may do so by contacting any current AAC member. The current AAC members are: Sue Wolf, Steve Stylos, Craig Henke, Susan Little, Greg Matson, and Sharon Fink.

Training:

- All employees receive information that explains the definition of Sexual Harassment and Discrimination
- All employees receive a copy of DBM'S EEO Plan and Sexual Harassment Statement. The program explains the procedures and phone numbers to file a complaint or report suspected abuse
- All employees understand that DBM has a no tolerance for violations of these laws and violators may be disciplined for their actions
- Superintendents receive annual training and compliance reviews

Updated 2-06

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General, Civil and Specialty Geotechnical Construction

Alaska: 11875; Arizona: ROC187641; California: 462599; Colorado; Hawaii: CT-14938; Idaho: 11346-AAA-1-2;
Montana: 45788; Nevada: 56788; Oregon: 64695; Utah: 4996804-5501; Washington: DONALI*331RQ; Wyoming

Harassment

Statement: It is the position of DBM Contractor's that harassment on the basis of an employee's (or customer's) race, creed, color, national origin, age, sex, marital status, of the presence of a physical, sensory, or mental disability is a violation of Federal and State laws.

Employees have the right to be free from such harassment on the job either from co-workers, supervisors, or managers. Harassment also is prohibited by State and Federal Anti-Discrimination Laws where (1) submission to such conduct is made either explicitly or implicitly a term or condition of 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 interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. All employees are prohibited from engaging in the harassment of any employee.

Definition: WHAT IS HARASSMENT?

- Harassment on the basis of sex
- Unwelcome sexual advances
- Requests for sexual favors
- Verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive workplace.

Prohibited harassment includes:

Comments, slurs, jokes, innuendos, cartoons, pranks, physical harassment, etc., which are derogatory on the basis of the employee's protected class membership. Harassment also includes negative actions based upon an employee's participation in activities identified with, or promoting the interests of a protected group. An employee has the right to use a language other than English, and to adhere to cultural and ethnic customs, without being subjected to harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Grievance Procedure:

Any employee who believes he or she is being harassed by co-worker(s) is asked to notify his or her supervisor and/or the DBM designated EEO Contacts: Michael Murphy, Tom Armour or Sue Wolf. When the employee believes that he or she is being harassed by his or her supervisor, he/she should always notify Michael Murphy or Tom Armour. All complaints will be promptly investigated.

Contact #'s- Michael Murphy (206)730-3562 Tom Armour (206) 730-4591/ Sue Wolf (253)838-1402

Investigation of Complaints

When a Supervisor or EEO Contact is notified of alleged harassment, the Contact will promptly investigate the complaint. The investigation will include interviews with the directly involved parties, and where necessary, employees who may have been witnessed or similarly involved.

Disciplinary Action:

If, after the investigation, it is determined that acts that may have been perceived as "harassment" did take place, the Company will take appropriate action. Appropriate action may result in a negative employment action. Such actions may result in counseling, a verbal warning, a written warning or reprimand copies to the person's personnel file, transfer to another work site, suspension or termination.

When the complaint cannot be substantiated, a general warning shall be made to all employees regarding the possible ramifications of substantiated harassment complaints. In all instances, the complaint and investigation will be handled in as confidential of manner as practical.

Updated 2-06



Equal Employment Opportunity Program (E.E.O)

Statement

DBM Contractor's, Inc., is an Equal Opportunity Employer. DBM will not discriminate against any qualified employee, or applicant for employment because of race, creed, color, sex, age, religion, sexual preference, or national origin. Affirmative actions will be taken to assure equal opportunity for employment of all qualified persons, including Veterans (including Vietnam-Era), handicapped, or socially disadvantaged workers, without discrimination in any form for any reason.

All hiring and promotional decisions will be based solely on valid job-related requirements and experience. Only qualified applicants will be selected to fill job openings. DBM will continue to further the principal of equal opportunity for all employees.

The Affirmative Action Committee oversees compliance of the EEO program.

Communication

New employees receive a copy of DBM'S EEO Program during their initial employee orientation. Then, at least once annually DBM will review, update and communicate our Equal Opportunity Program to *all* currently employed personnel. Work site inspections and interviews will be conducted periodically.

DBM has an Affirmative Action Committee (AAC), who meets regularly to assure compliance and increase communication between the company and the employee(s). DBM offers many EEO points of contact to assure complaints are reported and acted upon.

Grievance Procedure

If an employee believes he/she has-or is- being discriminated against by any DBM employee, it is their responsibility to notify their immediate supervisor or one of the DBM EEO Contacts.

Michael B. Murphy (206-730-3562), Tom Armour (206-730-4591), or Sue Wolf (253-838-1402)

All EEO Contacts may also be reached at the corporate phone numbers:

Seattle: 253-838-1402
Tacoma: 253-927-8510
Toll Free: 1-800-562-8460

Investigation of Complaints

Each complaint will be promptly investigated in confidence. When a supervisor or EEO contact is notified of the alleged complaint, he/she will promptly investigate it. The investigation will include interviews with the directly involved parties, and where necessary, employees who may have been witness or similarly involved.

Disciplinary Action

If the investigation shows that the accused employee *did* engage in discrimination, the Company will take appropriate action. Appropriate action may result in a negative employment action. Such actions may result in counseling, a verbal warning, a written warning or reprimand copied to the person's personnel file, transfer to another work site, suspension or termination.

When a complaint *cannot* be substantiated, a general warning to all employees will be made regarding the possible ramifications of *substantiated* complaints.

In all cases, the complaint and investigation will be conducted and handled in as discrete and confidential manner as is practicable.

