



## **Equal Employment Opportunity (“EEO”)**

Clarkson Construction Company provides an Equal Employment Opportunity to all employees and applicants and makes all employment decisions based on lawful non-discriminatory factors such as merit, experience, education, demonstrated performance and competency. We are committed to ensuring a work environment free of coercion, harassment and intimidation at all job sites and facilities where employees perform work.

Our supervisory and management team is committed to this policy with respect to all aspects of recruiting and employment, including, but not limited to, advertising, recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, working conditions, demotion, leave, layoff, termination and general treatment during employment. This EEO policy prohibits unlawful discriminatory, harassing or retaliatory conduct both in the employment relationship between employees of the Company and in relationships between employees and independent contractors or other third parties.

### ***Non-Discrimination***

The Company prohibits unlawful discrimination based on race, color, religion, national origin, ancestry, citizenship, age, mental or physical disability, pregnancy, sex, marital or domestic partnership status, veteran status, sexual orientation, gender identity, genetic information, or any other characteristic protected by applicable federal, state or local law, ordinance or regulation. The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. The Company prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including supervisors and coworkers.

### ***Reasonable Accommodations***

The Company complies with applicable laws ensuring equal employment opportunities for qualified individuals. Unless undue hardship would result, the Company will make reasonable accommodations for otherwise qualified applicants or employees with a known disability, or mental or physical limitation, including those that are related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions. Any applicant or employee who requires an accommodation to perform the essential functions of the job should contact Human Resources and discuss the need for an accommodation. Similarly, employees may request an accommodation when their religious beliefs may require a deviation from the employee’s schedule, basic job duties, or other aspects of employment.

The Company will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the essential functions of the job. Some, but not all, of the factors that will be considered when determining a reasonable accommodation are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other team members. If an accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

### ***Harassment Prevention***

The Company prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including supervisors, managers and co-workers. The Company's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited sexual harassment may include continuing to express sexual or romantic interest after being informed that the interest is unwelcome. In addition to unwelcome sexual or romantic advances, sexual harassment also may include other offensive statements or conduct of a sexual nature, such as physical touching or hugs,

innuendoes, gestures, leering, whistling, joking, teasing, and comments or questions regarding sexual matters. Sexual harassment also can include inappropriate or offensive use of emails and the internet. Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender could be considered sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category. The Company also prohibits any other unlawful harassment related to a person's race, color, religion, national origin, ancestry, citizenship, age, mental or physical disability, pregnancy, sex, marital or domestic partnership status, veteran status, sexual orientation, gender identity, genetic information, or any other characteristic protected by applicable federal, state or local law, ordinance or regulation. This specifically includes, but is not limited to, conduct such as racial or ethnic slurs or other derogatory statements or offensive statements or conduct relating to a person's sex, race, religion, disability, age, or any other protected characteristic.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by Company policy.

Conduct that is unwelcome by some, may not be objectionable to others. We believe the best rule is to avoid all conduct, jokes, remarks, writings, images, etc., that are related to sex, race, religion, disability, age, or any other protected characteristic. To this end, all employees are expected to refrain from any offensive or inappropriate behavior and to exercise good judgment and conduct themselves in a professional and respectful manner at all times when in the workplace or on Company business.

### ***Anti-Retaliation***

The Company prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination. The Company will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or co-workers.

Employees will not be retaliated against for inquiring about or discussing wages. However, the Company is not obligated to disclose the wages of other employees.

### ***Complaint Process***

If you believe that you have been subject to treatment in possible violation of this EEO policy, or if you have information indicating a fellow employee has been subject to treatment in possible violation of this policy, you should immediately bring your concerns to your supervisor, the Company EEO Officer, the Human Resources team, or any other Company supervisor or manager with whom you feel comfortable, as soon as possible after the incident.



You may also report a complaint using our anonymous reporting website, phone and text service listed below:

Safehotline.com  
1-855-662-SAFE  
Company ID #: **1617510777**

**All supervisors and managers are directed to immediately report complaints of unlawful discrimination, harassment or retaliation to Human Resources and/or the Company EEO Officer.**



**The Company's VP of HR & EEO Officer is:**

Name: Tara McKinney (pictured left)  
Title: Vice President of Human Resources & EEO Officer  
Email: [tmckinney@clarksonconstruction.com](mailto:tmckinney@clarksonconstruction.com)  
Address: 1737 McGee Street 3<sup>rd</sup> Floor, Kansas City, MO 64120  
Office: 816-483-8800  
Mobile: 913-433-3199

If you need assistance with your complaint, or if you prefer to make a complaint in person, contact Human Resources.

The Company encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory.

When the Company receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations. The Company will reach reasonable conclusions based on the evidence collected. The Company will maintain confidentiality to the extent possible. However, the Company cannot promise complete confidentiality. The Company's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

If the Company determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Company will also take appropriate action to prevent future misconduct. Any employee determined by the Company to have engaged in harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination.

A blue ink signature of William E. Clarkson III, written in a cursive style.

William E. Clarkson III  
President

A handwritten date "1-20-25" in blue ink.

Date