



# **Equal Employment Opportunity, Affirmative Action, and Anti-Retaliation Program Policy Statement**

Revised: May 13, 2022

*This policy replaces the previous Equal Employment Opportunity Policy and the Harassment and Sexual Harassment Policy.*

## **Summary**

Pro-Tec Fire Services, Ltd. (the “Company”) has implemented the following policies and procedures as part of its commitment to compliance with all applicable anti-discrimination laws and to educate employees about their rights and compliance obligations. These policies and procedures apply to all employees and applicants, as well as to all interactions with independent contractors, temporary employees, and any other companies or their employees working with Pro-Tec Fire Services Ltd.

## **Equal Opportunity Policy**

The Company is committed to providing equal employment opportunities to all employees and candidates and to comply with all applicable anti-discrimination and anti-harassment laws, rules, orders, and regulations. The Company seeks to employ talented individuals based on their qualifications for the job.

The Company prohibits discrimination of any kind based on actual or perceived race, color, religion, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, ancestry, citizenship, age, physical or mental disability, military status, homelessness, victim status, genetic information, marital status, family status, order of protection status, or any other protected classification under federal, state, or local law. The law protects all persons, including non-citizens, from unlawful discrimination. The Company prohibits any discrimination, harassment, or retaliation by any supervisor, manager, co-worker, or third party that comes into contact with employees. An employee who violates these provisions may be subject to discipline, up to and including termination.

## **Affirmative Action Policy**

As part of Pro-Tec Fire Services, Ltd. Equal Employment Opportunity Policy, the Company will also take affirmative action as called for by applicable laws and Executive Orders to ensure that qualified minority group individuals, females, protected veterans, and individuals with disabilities are introduced into our workforce and considered for promotional opportunities.

The Company's Affirmative Action Policy also prohibits employees and applicants from being subjected to harassment, intimidation, threats, discrimination, or any type of retaliation because they have engaged in or may engage in (1) filing a complaint; (2) assisting or participating in an investigation, compliance review hearing, or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; (3) opposing any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or (4) exercising any other right protected by federal, state, or local law requiring equal opportunity.

## **Application of Equal Opportunity and Affirmative Action Policies**

These policies apply whenever and wherever a Company employee is performing a function of his or her job, including at all Pro-Tec Fires Services locations, client worksites, and Company-sponsored or client-sponsored business and social functions. The Company's Equal Opportunity and Affirmative Action Policies require that employment decisions be based only on valid job requirements, and extend to cover all aspects of the employment relationship including, but not limited to, recruitment, selection, compensation, benefits, training, promotion, and disciplinary actions.

The Company will distribute and implement these policies in accordance with the law.

## **Workplace Harassment, including Sexual Harassment**

A key component of the Company's commitment to equal opportunity is zero tolerance for workplace harassment (including sexual harassment).

Prohibited harassment includes any type of unwelcomed or unsolicited actions that are deemed to be offensive, abusive, threatening, intimidating, or disruptive to others. These actions can include, but are not limited to, making comments or gestures, touching, leering, displaying offensive materials, and any form of stalking or bullying. Such harassment, whether committed by employees or by clients, customer, vendors, or other individuals doing business with Pro-Tec Fire Services. Ltd. will not be tolerated.

## **Enforcement**

Employees that violate these policies will face disciplinary action, up to and including termination.

If you believe that you are aware of a violation of these policies, follow the Company's Complaint Procedure to report the violation. The Company will investigate your complaint and take remedial action, if necessary.

If you are unclear on any provisions of these policies, please contact the Human Resources Department for more information.

## **Anti-Retaliation Policy**

The Company endeavors to maintain an environment free from harassment, discrimination, and retaliation. Every employee is encouraged to come forward without fear of reprisal, as Pro-Tec Fire Services Ltd.'s Equal Opportunity and Affirmative Action Policies prohibit any and all forms of retaliation against employees who in good faith make complaints or report concerns—or who provide information or participate in investigations or proceedings—regarding workplace discrimination or harassment and/or workplace violations of, or non-compliance with, matters including, but not limited to, applicable federal, state, or local laws, rules, and regulations, Company policies, or Company procedures. The Company will take disciplinary action, up to and including the termination of any employee who retaliates against another employee for engaging in any of these protected activities.

Retaliation means taking adverse action against an employee because the employee makes a complaint or reports concerns—or provides information or otherwise participates in an investigation or proceeding about complaints or concerns—regarding workplace discrimination or harassment and/or workplace violations of, or non-compliance with, applicable federal, state, or local laws, rules, and regulations,

Company policies, Company procedures, or other applicable rules. Adverse actions can include, but are not limited to, demotion, denial of promotion, suspension without pay, termination, decrease in pay, other denials of benefits of employment to employees, and fostering a hostile work environment.

Any employee who engages in retaliation or otherwise violates this policy is subject to disciplinary action, up to and including termination of employment.

If you believe that you have been subjected to retaliation, direct your complaint to the Human Resources Department.

## **Complaint Procedure and Obligation of Employees**

Employees who feel that they have been harassed, discriminated, or retaliated against, or who witness any such conduct by an employee, contract worker, customer, vendor, or anyone else who does business with the Company, should immediately report such conduct to a Fire Chief, Regional Chief, or the Human Resources Department.

After receiving a complaint involving a violation of the Company's Equal Opportunity or Affirmative Action Policies, the Company will investigate and take corrective action, as appropriate. Complaints and investigations will be kept confidential or as confidential as possible to further the goals of federal, state, and local harassment and discrimination laws. No one, regardless of position or length of service, is exempt from these policies.

The Company expects that all employees will cooperate with Company investigations.

The Company will take prompt and effective remedial action if it determines that an employee knowingly made a false claim of discrimination, harassment, or retaliation.

Any employee who has questions about these policies should contact the Human Resources Department.

*This document does not create a contract of employment or a contract for any specific term or condition of employment between Pro-Tec Fire Services. Ltd and an employee. The relationship between Pro-Tec Fire Services. Ltd. and an employee is at-will, meaning that either the employee or the Company may terminate it at any time for any reason, with or without advance notice or progressive disciplinary action. Nothing in these policies, Complaint Procedure, or any such confidentiality directive is intended to prohibit employees from exercising their rights under Section 7 of the National Labor Relations Act, reporting to any government agency, including the National Labor Relations Board and the Equal Employment Opportunity Commission or parallel state agency, possible violations of federal or state law or regulation, or making, to any government agency, any other disclosures that are protected under the whistleblower or any other provisions of federal or state law or regulation.*

*Pro-Tec Fire Services. Ltd reserves the right to make changes in or discontinue Company policies, compensation plans, benefits, and programs as it deems appropriate, and these changes may be implemented even if they have not been communicated in this (or by change to this) document or otherwise. The Company takes reasonable efforts to ensure the accuracy of the contents of policy documents and in the administration of its policies and programs. The Company does not assume responsibility for consequential damages caused by administrative or clerical errors.*



**ACKNOWLEDGEMENT AND RECEIPT OF THE EQUAL EMPLOYMENT  
OPPORTUNITY, AFFIRMATIVE ACTION, and ANTI-RETALIATION  
PROGRAM POLICY STATEMENT**

I hereby acknowledge receipt of Equal Employment Opportunity, Affirmative Action, and Anti-Retaliation Program Policy Statement. I understand it and will abide by it. I understand that this policy is not an employment contract and does not change my status as an at-will employee.

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date