

PRINCIPALS

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ASSOCIATES

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EMPLOYEE PROBLEM SOLVING PROCEDURE

You should discuss any work-related problems with your immediate supervisor. If the problem cannot be satisfactorily resolved by your supervisor, the next step is to meet with your supervisor's Manager, usually the Office General Manager. If the problem remains unresolved, you should contact the Human Resources Department, who may arrange a meeting with a member of Senior Management.

It is important that you follow each step of this process as outlined. Our philosophy is that employee problems need to be resolved as quickly and at the lowest management level as possible. Bypassing a level defeats this purpose. Higher-level managers have instructions to refer you back to any level that has not been consulted.

ANTI-HARASSMENT POLICY

McMahon Associates, Inc. is committed to maintaining an environment free of all forms of discrimination. The Company strictly prohibits discrimination or harassment of any kind.

Harassment includes, but is not limited to, verbal, non-verbal, or physical conduct that creates an intimidating, threatening, offensive or hostile work environment, because of an individual's sex, age, race, color, national origin, religion, non-job related disability, sexual orientation, or any other characteristic protected by federal, state, or local law.

Unlawful harassment can take many forms, but common examples of harassment are:

- (1) Verbal – Jokes, epithets, slurs, rumors, negative stereotyping and unwelcome remarks about an individual's body, appearance, sex, age, race, color, national origin, religion, non-job related disability, sexual orientation, or any other characteristic protected by federal, state, or local law.
- (2) Non-verbal – Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility or aversion toward an individual or group because of sex, age, race, color, national origin, religion, non-job related disability, sexual orientation, or any other characteristic protected by federal, state, or local law.
- (3) Physical – Interference with normal work, impeding or blocking movement, assault, unwelcome physical contact.

Sexual harassment is illegal. The Company strictly prohibits all employees, supervisors, non-supervisory personnel, guests, contractors, clients, students, or any other individual from engaging in sexual harassment. No person, including any supervisor, shall threaten or insinuate, whether explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employment, evaluation, wages, advancement, assignment of duties, shifts or any other term or condition of employment or career development of any employee.

Sexual harassment, as defined by Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's 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 unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Other sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is also strictly prohibited. Such conduct includes but is not limited to the following: repeated offensive sexual flirtations, advances or propositions; continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; use of vulgar, obscene, or abusive language of a sexual nature which would offend the ordinary person; the display of sexually suggestive objects or pictures in the workplace; or any other conduct which creates or tends to create a hostile or intimidating work environment based upon one's gender or sexual orientation.

If you believe that you or another employee have been subjected to sexual harassment or have witnessed any incidents of sexual harassment, whether by a supervisor, non-supervisory employee, guest, contractor, client, student, or other individual, you must notify your supervisor and the Human Resources Department immediately. If you cannot contact your supervisor and/or the Human Resources Department, or do not feel comfortable discussing sexual harassment with your supervisor, for example, because your supervisor or an employee of the Human Resources Department is the harasser, or for any reason, you must contact a member of Senior Management immediately.

The Company will investigate all such complaints and take appropriate action in a prompt manner. Employees subjected to such acts will be asked to sign a statement detailing the conduct, which they feel constitutes harassment. All complaints will be thoroughly and impartially investigated, and to the extent possible, in strict confidence. Whenever a complaint is found to be meritorious, prompt remedial action will be taken, up to and including immediate termination. Employees who have participated in,



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caused, or encouraged harassment will be subject to disciplinary action, up to and including termination. No employee will be retaliated against for having asserted a complaint of harassment pursuant to this policy or who is involved in an investigation of a complaint.

This policy statement is meant to ensure that under no circumstances will the Company tolerate any form of harassment. If you have any questions regarding this policy, you should address them to your supervisor or the Human Resources Department.

If, for whatever reason, you do not feel that your complaint has been satisfactorily resolved, you may file a formal complaint with the Equal Employment Opportunity Commission (EEOC).

RECALL POLICY

It is the policy of this company to conduct recall of any and all employees based on the following without regard to the employee's race, religion, sex, age, color, national origin, disability, sexual orientation or union membership.

- (1) The numbers of years the employee have been with the company
- (2) The number of years of work experience the employee possesses
- (3) The employee's skill level
- (4) The job demands (number of employees required)
- (5) The job location

Applicability of this recall policy shall include, but is not limited to, actions involving employment, upgrades, demotions or transfers, recruitment advertising, layoffs or terminations, wage rates, or other forms of compensation, and selection for training, including apprenticeships, pre-apprenticeships, and/or On-the-Job training programs.

Questions or concerns regarding this policy should be directed to the company's Equal Opportunity Officer.