



DISCRIMINATION AND HARASSMENT

Greenfire Management Services, LLC (GMS) has a zero-tolerance non-discrimination and anti-harassment policy. GMS intends to provide a work environment that is free from discrimination or harassment, intimidation, hostility, or other offenses that interfere with work performance. GMS will not ignore any incident of verbal or physical action on the part of any employee. All employees and subcontractors working on our jobsites, as well as guests, clients, and vendors, are expected to adhere to this policy.

What is harassment?

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, skin color, religion, gender, national origin, age, disability, or any other protected status. Harassment can also occur if conduct is directed toward a person's relatives, friends, or associates. Harassment does one or more of the following:

- It has the purpose or effect of creating an intimidating, hostile, or offensive work environment, whether such effect was intended.
- It has the purpose or effect of unreasonably interfering with an individual's work performance, whether such effect was intended.
- It otherwise adversely affects an individual's employment opportunities.

Harassment can take many forms. It may be, but is not limited to, words, signs, pictures, jokes, pranks, intimidation, physical contact, violence, gestures or threats of violence. Harassment is not necessarily sexual in nature. NO form of harassment is tolerated.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated. Sexual harassment is a form of unlawful sex discrimination. Sexual harassment can occur between opposite sex or same sex employees or associates.

Conduct will be considered sexual harassment where:

- Submission to the conduct is either an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as the basis for employment decisions affecting the person submitting to or rejecting the conduct.
- The conduct has the purpose or effect of substantially interfering with an individual's work performance.
- The conduct creates an intimidating, hostile, or offensive work environment.



The following are examples of what may be considered sexual harassment, depending on the facts and circumstances:

- **Verbal Harassment:** derogatory or vulgar comments regarding sex or demands for sexual favors.
- **Visual Harassment:** distribution of written or graphic materials containing sexually explicit or demeaning pictures or language.
- **Physical Harassment:** unwelcome or unsolicited sexual advances or other physical conduct of a sexual nature, such as touching, pinching or causing one to fear that they will be touched inappropriately.

WORKPLACE VIOLENCE

Workplace violence is any violent or potentially violent behavior that arises from or occurs in the workplace that affects GMS employees, on-site staff and clients.

Individuals who engage in violent or prohibited behavior may be removed from the premises and may be subject to dismissal or other disciplinary action, arrest, and/or criminal prosecution. This policy applies to all work locations, including offices, work sites, vehicles, and field locations. Greenfire takes reports of threatening or violent workplace incident seriously.

Prohibited Behavior

GMS does not tolerate behavior whether direct, indirect, or through the use of Company facilities, property, or resources that:

- Are violent
- Threatens violence
- Harasses or intimidates others
- Interferes with an individual's legal rights of movement or expression
- Disrupts the workplace or GMS ability to provide service to the customer

Violent or threatening behavior can include physical acts, oral or written statements, harassing telephone calls, e-mails, gestures and expressions, or behaviors such as stalking. GMS does not permit employees, staff, or customers to possess or otherwise bring into the workplace any weapons, including but not limited to firearms, knives, mace, taser gun, etc.

LANGUAGE

Greenfire will not tolerate any employee's language, whether intentional or unintentional, that results in harassment, discrimination, or creation of an offensive work environment for anyone because of their sex, race, creed, national origin, disability, age, veteran's status or sexual orientation.

Examples of unacceptable language include:

- Unwanted, deliberate, repeated, unsolicited profanity, cussing, swearing, vulgar, insulting, abusive or crude language; or
- The making of verbal threats, sexual comments, gestures, graphic materials, physical contacts, solicitations or sexual favors; or
- Those who engage in unwelcome name-calling, obscene language, racial slurs, or other abusive behavior, including intimidation by way of obscene or threatening gestures.

What should be done following an incident of workplace violence, discrimination and/or harassment?

All employees are encouraged to report any acts of violence or harassment to the attention of their supervisor and the GMS Human Resources department.

If any Greenfire employee, or subcontractor working on a jobsite has concerns or would like to provide information regarding an incident, we ask you to please contact the GMS Human Resources department. ALL REPORTS AND SHARED INFORMATION WILL BE KEPT CONFIDENTIAL.

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