

JUST – APPLICABLE SECTIONS:

- Non-Discrimination

EQUAL EMPLOYMENT OPPORTUNITY (“EEO”)

YGH is an equal opportunity employer. YGH is firmly committed to creating a workforce that reflects the diversity of qualified individuals in the labor market. YGH recruits, hires, trains, and promotes persons in all job titles, without regard to race, color, sex, national origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, or other characteristic protected by law. YGH does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment based upon pregnancy, childbirth, or related medical conditions. YGH will make reasonable accommodation for religious beliefs. Employment decisions and personnel actions, including, but not limited to, compensation, benefits, promotion, demotion, layoff/recall, termination, and training are based upon ensuring equal employment opportunities.

HARASSMENT and DISCRIMINATION

YGH has a zero tolerance policy towards harassment and discrimination. Attached as Appendix A you will find YGH's Harassment and Discrimination Policy which covers the topic in depth. Human Resources will review this policy with you and take the time to answer any questions you may have.

ATTESTATION

YGH has experienced a minimum of sixty consecutive months prior to our JUST Label renewal application where there have been no complaints of discrimination against the organization or, where complaints have been filed with local, state, or federal agencies that deal with discrimination.

Sincerely,



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APPENDIX A

HARASSMENT and DISCRIMINATION POLICY

Every individual at YGH is entitled to work in a professional atmosphere that promotes equal opportunity, and is free of discriminatory practices and harassment based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, veteran status or any other protected status. YGH will not tolerate harassment or discrimination by or against any employee—verbal, physical or otherwise. This Policy also extends beyond employees to job applicants, clients, and all personnel with whom YGH staff come into contact in our work.

Appropriate Behavior. YGH personnel and everyone we work with are expected to behave appropriately in the workplace and wherever our work takes us, exhibiting good judgment and professional behavior, and avoiding behavior and language that might be perceived as discriminatory, intimidating or having sexual implications.

Sexual Harassment. Sexual harassment is unwelcomed or unwanted conduct of a sexual nature, either verbal or physical, when:

- (a) submission to or rejection of the conduct by an individual is used as a factor in decisions affecting hiring, promotion, assignment, evaluation or other aspects of employment; or
- (b) the conduct interferes with an individual's work performance; or
- (c) the conduct creates an intimidating, hostile or offensive work environment.

Some examples of behavior that may constitute sexual harassment are unwanted sexual advances; demands for sexual favors; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or deficiency; leering, whistling, touching, assault, sexual acts or suggestive, insulting or obscene comments or gestures; and display in the workplace of sexually suggestive objects or pictures. The foregoing list is not exhaustive. In addition, harassing conduct that is not sexual in nature, but that is directed at a person because of their sex, is also prohibited (for example, malicious pranks against an individual because she is a woman).

Other Forms of Prohibited Harassment and Discrimination. This Policy covers other forms of harassment and discrimination as well. Other forms of prohibited harassment include harassment against an individual due to that individual's race, color, religion, national origin, sex, sexual orientation, age, marital status, source of income, disability, veteran status or any other protected status.

Harassment or discrimination may include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her individual qualities as indicated above, or that of his or her relatives, friends, or associates, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Examples of harassing conduct include, but are not limited to, the following: (1) epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to a protected class and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status. If you have any questions about this Policy or about practices that concern you, please contact Human Resources.

Harassment And Discrimination Prohibited. Sexual harassment and sex discrimination, as well as other forms of harassment and discrimination are unacceptable and prohibited in the workplace and other work-related settings, such as on construction sites, on business trips, and at business-related social functions. This Policy also covers harassment directed at a YGH employee by anyone with whom we do business.

Complaint Procedure. Any employee who believes he/she has witnessed or been subjected to prohibited harassment or discrimination must immediately report the incident to *Human Resources*. If the Human Resource representative is unavailable or the employee is uncomfortable reporting the incident to Human Resources, the employee may make the complaint to *a member of the Board* so that corrective action may be taken. The matter will be promptly investigated by YGH.

Protection Against Retaliation. If YGH determines that the behavior violated a policy, corrective action will be taken, up to and including terminating the employment of the individual or individuals who engaged in harassing, discriminatory or retaliatory behavior.

YGH will not retaliate in any way against an employee because the employee has made a good faith complaint pursuant to this Policy, or because an employee has reported harassing or discriminatory conduct directed at others, or has cooperated in an investigation of such conduct, nor will YGH permit any other employee to do so. Any employee who is found to have retaliated against another employee in violation of this Policy will be subject to disciplinary action up to and including termination of employment.