

# BUROHAPPOLD ENGINEERING

## ***Policy And Statement***

### **Employee / Union Friendly**

BuroHappold Engineering supports the right of our employees to self-organize, to form and to join a union to represent them in collective bargaining. BuroHappold Engineering will not resist or campaign against unions or take action against employees for being involved in or belonging to a union or informal self-organization. They also have the right to refrain from any or all such activities.

In the meantime, it is BuroHappold Engineering's desire to maintain a satisfied workforce by reviewing our policy and practices periodically, seeking feedback from staff proactively and offering prompt resolution of complaints. We will also continue to provide competitive compensation and benefits packages, and help our employees to achieve their career goals while having an excellent work life balance.

### **Problem Solving Procedure**

While BuroHappold Engineering is committed to creating and sustaining a working environment that is conducive to good working relationships, it is recognized that there are occasions when difficulties occur. It is to the benefit of all concerned that these are dealt with quickly and fairly.

Please note that the problem solving procedure is not intended for complaints concerning pay or benefits and does not apply to termination decisions or situations in which the Company has established separate reporting procedures, such as harassment.

It is the aim of the problem solving policy to resolve problems as near as possible to their point of origin through the use of informal discussions. If an employee has a problem, he or she should aim to resolve the matter informally where practicable. Problems may be conveyed orally or in writing as follows:

#### **Stage 1:**

If an employee has employment related, they may discuss it with their Direct Line Manager. Should an employee feel they cannot or do not wish to approach their Direct Line Manager at Stage 1 for any reason, they may commence to Stage 2.

#### **Stage 2:**

Should the issue not be resolved in Stage 1, the matter should be raised with a Principal. Should an employee feel they cannot or do not wish to approach an Associate Principal at Stage 2 for any reason, they may commence to Stage 3.

#### **Stage 3:**

If the matter should still not be resolved and an employee wishes to appeal, they should refer the matter to the NA Human Resources Department, formally and in writing. The Human Resources Department will then objectively undertake an investigation. Should an employee feel they cannot or do not wish to approach the NA Human Resources Department at Stage 3 for any reason, they may commence to Stage 4.

#### **Stage 4:**

In this final stage the issue may be referred to the HR Director. The HR Director will then objectively undertake an investigation.

*[From Page 26 of Employee Handbook]*

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