

Non-Discrimination Policy

Effective March 12, 2019

EQUAL EMPLOYMENT OPPORTUNITY

Bassetti Architects is an equal opportunity employer. Employment decisions are based on merit and business needs. The Company strives to provide a work environment free from discrimination and harassment due to a protected characteristic. The Company does not discriminate against employees or applicants based on race, color, creed, citizenship, status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, veteran status, political affiliation, or any other characteristic protected by law. This policy applies to all aspects of the employment relationship, including recruitment, hiring, training, promotion, and other terms and conditions of employment. All employment decisions shall be consistent with these principles of Equal Employment Opportunity.

If you believe you have been treated differently because of any legally protected characteristic, you should immediately report the matter to a Principal.

REASONABLE ACCOMMODATIONS OF DISABILITIES

Bassetti Architects will make reasonable accommodations, as required by applicable federal, state, or local laws, to enable qualified employees with disabilities to perform the essential functions of their job. Depending on the individual's essential job functions and particular needs, reasonable accommodations may include: making existing facilities accessible; providing leave or modified work schedules; permitting telework; reassignments to a vacant position; modifying or providing special equipment; or making other modifications that enable the individual to perform essential functions of the job. An accommodation is not reasonable if it creates an undue hardship on the operation of the Company's business or causes a direct threat to the health or safety of the employee or others in the workplace.

Bassetti Architects reviews questions of reasonable accommodation individually, on a case-by-case basis, through an interactive dialog with the employee involved. During the interactive process, the Company may request input from knowledgeable health care providers as appropriate. The purpose of the dialog is to help us identify and evaluate any options that may be effective accommodations, and to assess whether a particular option creates an undue hardship or causes a direct threat to the health or safety of the employee or others in the workplace.

There are a few special accommodation rules for pregnant employees following Washington's passage of the Healthy Start Act. If you are pregnant and need some accommodation, please contact a Principal.

Please inform a Principal if you believe you need a reasonable accommodation. The Company follows applicable laws requiring employers to treat medical information with appropriate confidentiality.

ANTI-DISCRIMINATION AND UNLAWFUL HARASSMENT

It is our policy that no employee should be subject to unlawful discrimination, harassment, or retaliation. All Bassetti Architects' employees have a responsibility to keep our work environment free of unlawful harassment.

Discrimination includes treating one employee or an applicant differently from another in connection with the terms or conditions of employment such as hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training due to the employee's gender, gender expression or identity, color, race, age, national origin, ancestry, creed, marital status, veteran status, pregnancy or pregnancy-related condition, disability, religion, sexual orientation, political ideology, or other legally protected status. Discrimination can also involve failure to make a reasonable accommodation to an employee with a disability.

Unlawful harassment includes any inappropriate behavior or conduct based on an individual's gender, gender expression or identity, color, race, age, national origin, ancestry, creed, marital status, veteran status, pregnancy or pregnancy-related condition, disability, religion, sexual orientation, political ideology, or other legally protected status.

This policy against harassment also includes sexual harassment. Unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct, texting or emails of a sexual nature, or visual forms of a sexual nature may constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

If you feel that you have been discriminated against or harassed or witnessed this conduct, you should promptly report the incident to a Principal so that the Company can take appropriate action.

The Company investigates all claims of unlawful harassment prohibited by this policy. The Company works to investigate each report in a prompt, thorough, and fair manner. Should the investigation determine that an individual has violated our policy prohibiting sexual or other forms of unlawful harassment or retaliation, the Company will take immediate and appropriate corrective action to end the harassment. Employees who violate the Company's policies against unlawful discrimination and harassment may be subject to disciplinary action, up to and including termination.

NO RETALIATION

The Company prohibits retaliation against any employee who makes a good faith complaint of unlawful discrimination or harassment, opposes an employment practice he or she reasonably believes constitutes unlawful harassment, or who testifies, acts as a witness or otherwise assists in a workplace investigation. If you feel that you have been subjected to retaliation, you must immediately report it to a member of management following the procedures described above. All employees, including managers, found to have engaged in retaliation will be disciplined, up to and including termination.