

TLC recognizes it has a duty to maintain a workplace free from discrimination and unlawful harassment. The goal and intent of this policy is to promote a harassment and discrimination free environment for its employees as well as to protect TLC's business operations, confidential information, and customer and client relations. Additionally, TLC recognizes that employees have a right under Federal law to discuss their working terms and conditions with other Company employees.

All company employees must understand there is a legal responsibility involved with using social media platforms. Though employees are free to post their own personal views on social media platforms, employees should know that some of their social media use may lead to irreparable harm to TLC, its employees or other third parties, or may violate certain Company policies and standards. Moreover, the use of these sites may violate the rights of others when untrue, defamatory or legally protected information is posted. This policy is intended to balance TLC's duties and legitimate business objectives with its employees' rights and responsibilities. The intent is not to interfere with an employee's protected rights which TLC understands may, include, engaging in certain social media postings related to working terms and conditions. Therefore, TLC will not restrict or limit an employee's activities/communications if they are protected under Section 7 of the National Labor Relations Act. Regardless of the terms used in this policy it was not intended to be interpreted in such a manner to restrict protected employee communications.

To ensure compliance with the National Labor Relations Act, all directors and supervisors must consult with the Sr. HR Manager if they learn of a possible violation of this policy before taking any action against an employee. This is to ensure that a proper assessment of the situation can be made and to avoid interfering with an employee's protected activities.

If you have a complaint or concern about TLC, its employees, TLC practices/policies, or our clients, we urge you to address those concerns with management instead of posting complaints online.

If you have any questions regarding this policy, please contact the Sr. HR Manager.

9. JUST Program

9.1 What is JUST?

TLC has joined other forward-thinking building industry leaders in the International Living Future's JUST Program. A thorough review of TLC's policies in this voluntary disclosure program has earned a report card that discloses to current and potential teaming partners, clients, and employees where TLC stands on many social justice issues. Social justice is often viewed as one of the key elements in sustainability (people, profit, and environment). The JUST label provides many benefits to TLC, including self-evaluation of our policies, contributing towards credits in sustainability building rating scales, and supporting clients' selections of TLC as a teaming partner. This bi-annual evaluation will change over time and helps make TLC a stronger Company. Click [here](#) to learn more about JUST.

9.2 Animal Welfare

TLC animal welfare policy embraces a commitment to responsibly operate in the following manner:

- Will not be involved in any form of animal testing or experimentation.
- Will not conduct business with factory farms.
- Will not conduct business with enterprises that use gestation crating or other similar types of overtly restrictive confines.
- Will not conduct business with slaughterhouses that are not USDA certified.
- Will demonstrate the vital relationship between people and animals by allowing staff to participate in animal welfare focused fundraising events.