

Anti-Discrimination and Harassment

Americans with Disabilities Act

It is **Saam Architecture**'s policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. **Saam Architecture** is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. **Saam Architecture** recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact a member of the Work-Life Matters team for reasonable accommodations that may enable you to perform the essential functions of your job.

Equal Opportunity Policy

Saam Architecture provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Policy Prohibiting Harassment and Discrimination

Saam Architecture strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity, and courtesy. We seek an inclusive environment where all employees are welcome and put forth their best ideas and work.

This policy applies to all phases of employment, including but not limited to, recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits, and training.

Prohibited Behavior

Saam Architecture does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status, or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

1. Is made an explicit or implicit condition of employment
2. Is used as the basis for employment decisions
3. Unreasonably interferes with an individual's work performance, or
4. Creates an intimidating, hostile, or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes but is not limited to sexual behavior such as:

1. Repeated sexual flirtations, advances, or propositions,
2. Continued and repeated verbal abuse of a sexual nature,
3. Sexually related comments and joking, graphic or
4. Any uninvited physical contact or touching, such as patting, pinching, or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Firm, regardless of gender or sexual orientation.

Harassment by Nonemployees

Saam Architecture will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including customers, clients, and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to a member of the Work-Life Matters team. If that person is not available, or you believe it would be inappropriate to contact that person, contact another member of management.

Saam Architecture will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with **Saam Architecture** in enforcing this policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise any appropriate member of management. Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Training

Saam Architecture will establish proper training for all employees concerning their rights to be free from sexual harassment and other discrimination and steps they can take to stop it. It is the employees' responsibility to acknowledge completion of training by signing an acknowledgement and forwarding it to the leadership team when requested.