



PLEASE READ CAREFULLY.
YOU ARE REQUIRED TO SIGN AND
TURN IN THIS FORM – SEE PAGE 2.

As we celebrate 75 years of Tarlton, we appreciate every member of our team for the work you do and for building a caring and inclusive culture. In 2020, Tarlton adopted the AGC of America's Culture of CARE, and we are now asking every employee to join us in building a more diverse and inclusive industry. If you have questions about this pledge, please reach out to Human Resources Manager Denise Korte.

Tarlton is fully committed to fostering a Culture of CARE at every level and in all aspects of our organization.

The people who work here are what makes Tarlton great! We believe that every employee has the right to work in an environment that is safe, welcoming, and inclusive. A Culture of CARE allows every employee the opportunity to reach their full potential, be their most productive and do their best without the fear of harassment, hazing or bullying.

We expect all employees to commit to and comply with Culture of CARE values.

Safety is our No. 1 priority. Safety goes beyond protection from physical hazards. We know that workers who have not been integrated into their workplace culture are more likely to have accidents due to the increased psychological and emotional stress from being excluded. Unwelcome, offensive, discriminatory or harassing language or behavior directly affect the psychological and emotional wellbeing of our employees, putting their health and safety at risk.

The collective sum of our employees' individual differences, traits, skills, backgrounds and experiences is our strength. By embracing a Culture of CARE, we will retain top talent, improve employee productivity and job satisfaction, increase our ability to innovate, reach new customer bases, and create a safer workplace.

We ensure a Culture of CARE by committing to the following principles:

Commit — to hire and pay based on skill and experience regardless of ethnicity, gender identity, nationality, race, religion, sex, or sexual orientation

Attract — prospective employees by creating inclusive workplaces that are free from harassment, hazing & bullying

Retain — high-performing employees by identifying and removing barriers to advancement

Empower — every employee to promote a culture of diversity and inclusion

Harassment, Hazing or Bullying will not be tolerated.

These behaviors can include language (written or verbal), actions, or gestures. Types of behaviors that will not be tolerated include:

Harassment: Any unwelcome conduct that is based on race, color, religion, gender (including sexual orientation), national origin, age, disability or genetic information. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Hazing: A ritual or initiation process – commonly for apprentices or new employees – that intentionally causes embarrassment, harassment or ridicule and risks emotional, mental or physical harm, regardless of the person’s willingness to participate.

Bullying: Intentionally and repeatedly misusing social or physical “power” to cause another person emotional, mental or physical harm. Bullying can come in the form of verbal, physical and/or social behavior.

Our commitment to you:

Just as you have the right to refuse to work in physically unsafe conditions, you also have the right to refuse to work if you are experiencing emotionally or psychologically unsafe conditions in the form of harassment, hazing or bullying.

We expect all employees to commit to and comply with the Culture of CARE values outlined in this policy.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action, up to and including termination.

Employees who believe they have been subjected to any kind of discrimination that conflicts the Culture of CARE values should seek assistance from a supervisor or a member of the Human Resources department.

Employee acknowledgment & agreement:

I acknowledge that as an employee of Tarlton Corporation I am responsible for my knowledge of the information and practices contained within the Culture of CARE Workplace Policy. If I have questions about the contents of this policy/program, I will ask my supervisor or Human Resources for clarification. I understand that the contents of this policy/program form part of the terms and conditions of my employment and agree to respect and follow them.

Employee Name (please print clearly)

Employee Signature

Date

Submit your signed form to your supervisor.

After reading and signing this form, please give it to your supervisor, who will submit it to Diversity Manager Roslyn Croft. If more convenient, you can place your signed form in Roslyn’s mailbox at the Main Office. The second copy is yours to keep.

Supervisor / Employee in receipt of signed agreement

Date