



It is Huxtable Electric, Inc.'s ("Huxtable") policy to prohibit workplace discrimination, sexual harassment and a hostile workplace environment. Huxtable provides employees a safe, secure and confidential process to report discrimination and sexual harassment as set forth below.

Employees are not required to report discrimination or harassment to their immediate supervisor.

Employees are hereby directed to report any discrimination, sexual harassment, hostile workplace, or any other perceived violation directly to Richard Huxtable, President of Huxtable Electric, or, alternatively, Bernie McCune, Chief Operating Officer, *in writing*. To the extent possible, every effort shall be made to protect the identity of the Complainant. Employees working at remote job sites should mail in Complaints to either Mr. Huxtable or Ms. McCune at Huxtable's headquarters at 1580 Championship Blvd., Franklin, TN 37064.

In the event an employee reports an alleged violation of this policy to Mr. Huxtable or Ms. McCune, Huxtable shall then conduct an investigation into the allegations. The investigation shall include a thorough review of the facts and a determination of whether or not there has been a violation of this policy. Disciplinary action shall be taken if appropriate. Remedial actions shall be taken as necessary to prevent violations of this policy.

Retaliation against an employee filing a complaint or a person who provides information in support of an employee who files a complaint is prohibited. Any person who retaliates against an employee or a person who provides information in support of a complaining employee shall be subject to disciplinary action.

Print Name:_____

Employee Signature:_____

Date:_____

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