

RESPECTFUL WORKPLACE PROGRAM REQUIREMENTS

1. SUMMARY

- 1.1.** The Contractor shall take all necessary and reasonable steps to ensure that all workers have the opportunity to fully participate on PCC construction projects and to develop skills in their respective trade, free from behaviors rooted in hostility, racism, sexism or homophobia, such as exclusion, bullying, harassment or hazing by implementing an approved Respectful Workplace Program (RWP) on the project. All costs associated with your firm’s implementation of a RWP should be included in your fee.
- 1.2.** A Respectful Workplace is defined as a worksite that is appropriate, productive, safe, and free from behaviors that may undermine workers’ job performance, physical safety, psychological safety, productivity, inclusion, retention, the equitable access to meaningful work, and/or efficiency. A person violates a Respectful Workplace when the person exhibits behaviors that a reasonable person should have known would cause a worker to be humiliated, intimidated, or otherwise treated in an inappropriate, unprofessional, discriminatory, disrespectful, exclusionary, or differential manner. Intent of the person who exhibits such a behavior is not relevant to the behavior’s effect.

2. RESPECTFUL WORKPLACE PROGRAM (RWP)

- 2.1.** The Contractor shall plan and implement an approved Respectful Workplace Program (RWP) on the project which meets or exceeds the criteria outlined in the Respectful Workplace Program Model Review Committee Recommendations such as Green Dot for Trades or RISE Up. Maintaining and managing a RWP is the Contractor’s responsibility and includes onboarding every onsite worker and contractor performing work to the site’s RWP. Much like onsite safety programs, Respectful Workplace Programs are continual and require ongoing messaging to build awareness and adherence. Additionally, like safety training, the RWP rollout must be managed by individuals or organizations with demonstrated content expertise.
- 2.2.** An approved Respectful Workplace Program must contain but not be limited to the following attributes:
 - 2.2.1.** Provides evidence-based training for Executives, Managers, Supervisors, Foremen, major project stakeholders and other site leaders promoting awareness of the prevalence and harms of disrespectful behavior on the job site, prior to the start of construction.
 - 2.2.2.** Mandatory onboarding for every worker, subcontractor, subcontractor employee and any vendor performing onsite work, prior to their participation on the project, that measurably increases their knowledge of:
 - 2.2.2.1.** the types of disrespectful behaviors that will not be permitted (by company policy, government regulation, contract, and/or other applicable dictates) on the job site;
 - 2.2.2.2.** the process for reporting an incident;
 - 2.2.2.3.** the consequences of perpetrating harmful behavior including the threat of retaliation for reporting;
 - 2.2.2.4.** how workers should act to counter disrespectful behavior in constructive ways that maintains health, safety and productivity on the job site;

- 2.2.2.5.** how site leadership will act promptly and appropriately respond to reported and observed incidents of disrespectful behavior on the job site

- 2.2.3.** Reinforces positive jobsite culture education over the duration of the project with evidence-based prevention and bystander intervention training equivalent to Green Dot for the Trades or RISE Up through regularly scheduled ‘tool box talks’ and other jobsite trainings that reinforce positive jobsite culture.

- 2.2.4.** RWP program information posted throughout the jobsite regarding how to report incidents and the consequences for violating harassment policy including retaliation for reporting .

- 2.2.5.** Daily jobsite scanning, removal and investigation of any and all symbols of hostility, bullying, racism and sexism or degrading graffiti written on or attached to any location within the project prior to start of work day.

- 2.2.6.** Incident Reporting process should include but not be limited to:
 - 2.2.6.1.** Third party provided hotline or other resource on the jobsite for anonymous reporting of incidents
 - 2.2.6.2.** Clear protocols for supervisory personnel to immediately report incidents
 - 2.2.6.3.** Clear protocols for communication of incidents up the chain of command for all entities including but not limited to Owner
 - 2.2.6.4.** Clear protocols to appropriately report any unlawful incidents to the relevant law enforcement and hate crime entities

- 2.2.7.** Post-Incident Management and Resolution Process should include but not be limited to:
 - 2.2.7.1.** Reporting of incident to law enforcement entity or entities if applicable
 - 2.2.7.2.** Immediate and on-going follow up with reporting individuals and/or victims conducted by qualified individuals
 - 2.2.7.3.** Immediate investigation by qualified individuals
 - 2.2.7.4.** Jobsite-wide safety meeting with all onsite parties outlining the incident and how it violated policy
 - 2.2.7.5.** Prevention of retaliation against reporters/victims including but not limited to removal of individuals from the site if applicable
 - 2.2.7.6.** Additional training on anti-hostility, anti-bullying, anti-racism/anti-bias conducted by outside experts
 - 2.2.7.7.** Other measures as determined by Owner and Prime to address harmful jobsite culture

3. RESPECTFUL WORKPLACE EVALUATION REQUIREMENTS

- 3.1.** Contractor shall promptly provide all information requested by researchers designated by PCC including access to records and opportunities to communicate with employees without interference to evaluate the effectiveness of the required RWP.
- 3.2.** PCC may monitor work to ascertain whether a risk or circumstance exists that may merit a remedy. Monitoring may include proactive observations of the work, interviews of individuals familiar with the work, collection of data that may evidence disparities, investigation of complaints by an individual familiar with the work, or collection of other evidence.
- 3.3.** If risks or circumstances that may merit a remedy are discovered, PCC will notify and collaborate with the Contractor to discuss appropriate remedies and may likewise notify Subcontractors and appropriate unions when necessary for the resolution of the situation, except when unusual circumstances require confidentiality. PCC may also require other remedies if PCC regards the situation as urgent, of potential harm, or without timely resolution.