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COMPLAINT FORM FOR REPORTING CODE OF CONDUCT VIOLATIONS

It is the policy of Gilston Electric to investigate any conduct that is a violation of the company's Code of Conduct.

If you believe that you have information on a employee, subcontractor or vendor who violated the Gilston Code of Conduct, you are encouraged to complete this form and submit it to your immediate supervisor or to the Gilston Vice President of Compliance, Bill McManus at his email address bill@gilstonelectric.com or regular mail at the Gilston office address above. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

COMPLAINANT INFORMATION

Name:

Home Address:

Work Address:

Home Phone:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

(please select one- mail, phone, email)

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint is made against:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe the conduct or incident(s) that is the basis of this complaint. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) incident(s) occurred:

Is the conduct continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last two questions are optional, but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about any conduct at Gilston? If yes, when and to whom did you complain or provide information?

Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.

6. Have you filed a claim regarding this complaint with a federal, state or local government agency?

- Yes No

Have you instituted a legal suit or court action regarding this complaint?

- Yes No

Have you hired an attorney with respect to this complaint?

- Yes No

I request that Gilston Electrical Contracting Corp investigate this complaint in a timely and confidential manner as outlined below, and advise me of the results of the investigation.

Signature: _____ Date: _____

Instructions for Gilston Management:

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy by investigating the allegations through actions such as:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

You should create a written document of the findings of the investigation, along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.