

## **MISCONDUCT POLICY – Section Number: 1.4**

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### **POLICY STATEMENT**

The purpose of this policy is to ensure that Boise Cascade associates are aware of the Company's commitment to comply with local, state, federal or other governing authorities as it pertains to misconduct, discrimination, harassing conduct, and/or retaliation. These types of misconduct will not be tolerated, regardless of whether it rises to the level of misconduct prohibited by law, to enable all Boise Cascade associates to work in an environment free from such improper behavior.

### **SCOPE**

This policy applies to all Boise Cascade associates, including wholly owned or majority-owned subsidiaries and joint ventures for which the Company has management responsibility. It also applies to any subcontractor or supplier and its employees in their dealings with Company associates.

Appropriate action will be taken against a contractor or supplier found in violation of this policy. Such action includes requiring that a contractor or supplier remove an employee from our premises and not assign that employee to work on our business.

### **POLICY**

Boise Cascade is committed to providing a professional work environment for its associates that is free from unlawful discrimination; physical, psychological, verbal, written or electronic harassment and retaliation against associates who, in good faith, raise complaints of or otherwise oppose such behavior. In keeping with this commitment, unlawful discrimination against any associate in the terms or conditions of employment; harassment of any associate by any supervisor, manager, co-worker, vendor, client, or customer of Boise Cascade; or retaliation against an associate who raises a complaint regarding or otherwise opposes such behavior will not be tolerated. Some discussion of each of these terms is helpful in determining the scope of this policy.

Boise Cascade takes an aggressive stance in prohibiting misconduct, discrimination, harassment, and retaliation. This aggressive stance includes a complaint process designed to have such concerns raised, investigated, and addressed at the earliest possible opportunity. The complaint process provides for prompt resolution of complaints and appropriate remedial actions when necessary. To that end, because unlawful harassment frequently consists of conduct occurring over a period of time and having a severe or pervasive nature, Boise Cascade's prohibition of harassing conduct goes beyond that prohibited by law.

1. Misconduct includes, but is not limited to:

- Unauthorized absenteeism;
- Unacceptable behavior towards managers, supervisors, associates, or customers/clients of the Company;
- Inappropriate or dishonest behavior in the workplace;
- Acts of bullying, harassment, or discrimination; threatening, violent, or offensive behavior;

- Non-compliance with Company policies include the Code of Ethics, procedures, or practices;
- Failure to follow lawful and reasonable direction from the Company or an authorized representative of the Company.
- Being under the influence of alcohol and/or drugs while at work or on Company property;
- Acting in a way which in the reasonable opinion of the Company may injure or be likely to injure the business or reputation of the Company;
- Unacceptable or disrespectful behavior towards customers, suppliers, vendors, or other business associates;
- Conduct that causes imminent, and serious risk to the health, or safety, of a person or the reputation, viability, or profitability of the Company.
- Theft or misappropriation of Company property;

## 2. Disciplinary Actions

Depending on the nature of the misconduct, a number of disciplinary steps may be taken. The action taken will depend on the nature, intent, and severity of the associate's conduct, and if necessary, a formal investigation may be conducted to determine the most appropriate course of action. Disciplinary measures may include, but are not limited to:

- Verbal warning
- Coaching/Training
- Policy review
- Written warning
- Performance Improvement Plan
- Demotion and/or decrease in compensation
- Suspension
- Termination

## 3. Discrimination

Unlawful discrimination includes treating, on the basis of gender, race, national origin, marital status, religion, disability, color, age, veteran status, sexual orientation, gender identity, genetic information or any other status protected by applicable federal<sup>1</sup>, state or local law, any associate or applicant for employment differently in regard to the terms and conditions of employment, such as hiring, promotion, compensation, or termination.

## 4. Harassment

Harassment consists of severe or pervasive conduct that is unwelcome and: (1) interferes unreasonably with an individual's work performance or that creates an intimidating, hostile, or offensive work environment, and (2) is based on another's gender, race, national origin, marital status, religion, disability, color, age, veteran status, sexual orientation, gender identity, or any other status protected by applicable federal<sup>2</sup>, state or local law.

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<sup>1</sup> Title VII of the Civil Right Act of 1964

<sup>2</sup> [Harassment | U.S. Equal Employment Opportunity Commission \(eeoc.gov\)](https://www.eeoc.gov/)



A. Because what constitutes sexual harassment can differ from other types of harassment, sexual harassment deserves special mention. Sexual harassment includes:

- unwelcome sexual advances, such as sexual flirtations;
- verbal abuse of a sexual nature;
- graphic verbal comments about a person's body;
- physical touching;
- sexual propositions;
- sexual assault;
- sexually degrading words used to describe an individual; and
- the display in the workplace of sexually suggestive objects or pictures.

It includes any threat or insinuation, either explicitly or implicitly, that a person's refusal to submit to unwelcome sexual advances will adversely affect that person's employment, evaluation, wages, advancement, duties, shifts, or any other condition of employment or career development.

#### 5. Retaliation

Retaliation includes taking an adverse employment action against an associate because the associate in good faith raised a concern or participated in an investigation under, or otherwise opposed a policy, practice or action that allegedly conflicted with, state or federal employment discrimination laws. Prohibited retaliation can include a wide range of actions, including but not limited to demotions, failures to promote or transfer, and employment terminations.

## **ROLES & RESPONSIBILITIES**

All Boise Cascade associates are responsible for helping to ensure that we avoid misconduct in the workplace. Any associate who believes that they are the object of unlawful discrimination, harassment, or retaliation or who has knowledge of such misconduct toward any other associate or a vendor or customer should immediately report it to a supervisor, to the associate's location or business unit's human resources representative, the Privacy & Ethics Director or to the corporate Legal Department. Reports also may be made by utilizing the Company's **CARE line** by calling **1-800-367-4611** or going online to **BCcareline.com**. The CARE line is our Company's ethics and compliance reporting service that allows anyone (associates, customers, vendors, agents, suppliers, and members of the general public) to report concerns or ask questions. It is operated by an independent third-party contractor to ensure confidentiality, and it is a risk-free way for associates to report unethical or illegal activity.

A prompt and thorough investigation will be conducted, and appropriate disciplinary action, up to and including termination, will be taken against any associate who is found to have been responsible for a violation of this policy and/or knowingly permitting a violation to exist unredressed. Other appropriate corrective action, including transfer or change in assignment, will also be taken in appropriate circumstances. To the fullest extent practicable, the Company will keep complaints and the terms of their resolution confidential. Boise Cascade will not retaliate against any associate for lodging a complaint or participating in an investigation.



Supervisors and location managers are responsible for administering this policy for their associates and for ensuring that it is fully implemented at their location in accordance with Company and division guidelines. Additionally, they are responsible for informing associates that misconduct, unlawful discrimination, harassment, and retaliation in any form is prohibited, that any such incidents should be documented and immediately reported, that any reports will be promptly investigated, and that appropriate disciplinary action will be taken if such misconduct is found to have occurred.

Inquiries regarding provisions of this policy should be directed to human resources, the compliance department, or the legal department.

## **RELATED DOCUMENTS**

Equal Employment Opportunity/Affirmative Action Policy 1.1

Code of Ethics

[Title VII of the Civil Rights Act of 1964 - Title VII of the Civil Rights Act of 1964 | U.S. Equal Employment Opportunity Commission \(eoc.gov\)](#)

[U.S. Equal Employment Opportunity Commission - Harassment | U.S. Equal Employment Opportunity Commission \(eoc.gov\)](#)

## **REVISION HISTORY**

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
11/1/2021	1.0	Original	J. Jackson
9/29/2023	2.0	Changed policy name to align with new DOJ requirements, misconduct definition, disciplinary actions, and minor grammatical edits; added references to federal regulations	J. Jackson