



TO: All Employees

FROM: Jeffrey B. Streeter

The Company shall adhere to the policies, programs and goals set forth in our **Affirmative Action Plan**. In summary these are:

1. Equal employment opportunity for all persons, regardless of race, creed, color, national origin, physical disability, religion, sex or age is a fundamental company policy. Equal employment opportunity shall also be accorded to Viet-Nam era veterans and disabled veterans.
2. The company recognizes that affirmative action is necessary to overcome the effects of past discrimination.
3. Affirmative action will affect all employment practices including, but not limited to recruiting, hiring, transfers, promotions, training, compensation, benefits, layoffs and terminations.
4. We encourage minorities and women as well as all employees to seek advancement, training and promotional opportunities and to recruit fellow tradesmen when opportunities for increased employment arise.
5. The company shall periodically review and analyze its personnel action to insure compliance with goal-setting programs and the Affirmative Action Plan.
6. Minority and women personnel will be reviewed for promotional opportunity, training, etc. on the same basis as all other employees.
7. All working environments shall be free of harassment, intimidation and coercion. This applies to **all** employees.
8. Employment of MBE/WBE enterprises will be encouraged through the bidding process.

Jeffrey B. Streeter, President

