

AMELIE CONSTRUCTION & SUPPLY LABOR & CONTRACT POLICIES



<p><u>Company EEO Policy Statement</u> It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, gender, sexual orientation, national origin, age, disability, marital status or status as a covered veteran in accordance with applicable federal, state and local laws. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.</p>	<p><u>Work Environment Statement</u> It is the policy of this company to ensure and maintain a working environment free of harassment, sexual harassment, intimidation, and coercion at all sites, and in all facilities at which our employees are assigned to work. This policy will be rigidly adhered to at all times. Any violation of this policy should be reported immediately to your supervisor or the company EEO Officer</p>
<p><u>Notice encouraging employees to refer minority and female applicants for employment</u> We encourage the help of all employees in referring minority and female applicants for employment. If you know a minority and/or female who is seeking employment, please refer them to Patrick Carnevale at 724-584-8481</p>	<p><u>Certification of Nonsegregated Facilities</u> Amelie Construction & Supply LLC certifies that all facilities and company activities are nonsegregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy of the sexes</p>
<p><u>Notice informing employees of available training program and entrance requirements</u> As a subcontractor Amelie Construction supports the Prime Contractor's and DOT's On-the-Job Training Program for the Heavy-Highway Construction Industry. If you are interested in developing a skill in a craft, please contact Patrick Carnevale at 724-584-8481 and he will coordinate getting you in touch with the correct person to explain the program to you in detail. The only requirement is that you have the desire and ability to develop a skill in the craft in which you are interested.</p>	<p><u>Notice to unions disseminating EEO commitments and responsibilities and requesting their cooperation</u> Amelie Construction & Supply will continue to make the company EEO policy known to the employment entities with whom we deal and in our employment opportunity announcements that employees and applicants for employment will be hired; upgraded, promoted or advanced, demoted; transferred; recruited; laid-off or terminated; compensated; and trained without regard to their race, religion, sex, color, national origin, age or disability. We will request the cooperation of the entities with whom we deal to assist our company in meeting its EEO obligations. It is also the policy of this company to provide reasonable accommodations for qualified disabled individuals.</p>
<p><u>Complaint Procedures</u> Any complaint of alleged discrimination by this company, its supervisors, or employees, or any person or organization acting on behalf of the company, should immediately be called to the attention of the company Equal Employment Opportunity Officer.</p>	<p><u>Notice identifying company EEO Officer by name and contact information</u> The Equal Employment Opportunity Officer for Amelie Construction & Supply is Nancy Carnevale. She may be contacted by writing 285 Girty Road Spring Church, PA 15686 or calling 724-963-6562 x313 or ncarnevale@amelieconstruction.com</p>

Additional information regarding the aforementioned policies may be obtained from the Company's EEO Officer

285 Girty Road • Spring Church, PA 15686 • T 724 354 5292 • F 724 354 2190 • www.amelieconstruction.com

Amelie Construction & Supply is an Equal Opportunity Employer