

# ESCHE & LEE, INC.

## COMPANY POLICY

### A. EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of Esche & Lee, Inc. (hereafter referred to as E&L) to offer employment to all individuals regardless of race, color, religion, sex, age, national origin, disability, or veteran status.

1. E & L has set goals in the hiring of minority and female employees; in this endeavor we encourage our employees in recommending friends, relatives, acquaintances, etc. for employment with E & L.
2. E & L will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, age, color, religion, sex, national origin, disability or veteran status. Such action will include, but is not limited to the following employment, upgrading, demotion or transfer, recruitment, or recruitment advertising, layoffs or termination, rates of pay or other forms of compensation and selection for training.
3. E & L being signatory to various local unions, will attempt, whenever possible, to work with the unions in securing employees without discrimination.
4. E & L certifies that it does not and will not maintain any segregated facilities. No employee will be denied access to adequate facilities on the basis of sex, race, religion, color, age or national origin, disability or veteran status. The term "segregated facilities" means waiting rooms, work areas, restrooms, and washrooms, waiting areas, parking lots or any other area where employees may gather, except where it is necessary to assure privacy between the sexes.
5. E & L certifies that it will ensure and maintain a working environment free of harassment, intimidation and coercion at all sites and in all facilities where employees are assigned to work. Any employee or applicant for employment who feels he or she has been discriminated against or suffered harassment, intimidation or coercion are urged to report name to the Equal Opportunity Officer of E & L.

### B. SEX DISCRIMINATION GUIDELINES

E & L maintains a non-discriminatory policy in employment and promotional opportunities for all people regardless of sex.

1. E & L assures non-discrimination on the basis of sex in all conditions of employment and provides promotional and employment opportunities without regard to sex.
2. E & L recruits employees of both sexes and does not express a sex preference unless sex is a bona fide occupational qualification.
3. Formal policies on sex discrimination expressly indicate that there will be no discrimination against any employee or applicant on the basis of sex.
4. Employees of both sexes have an equal opportunity for any available position that he or she is qualified to perform unless sex is a bona fide occupational requirement.
5. E & L compensates employees and provides all benefits without regard to sex.
6. E & L assures appropriate physical facilities to both sexes.
7. Women are not penalized in any condition of employment because they require time away from work on account of childbearing. Leaves of absence are provided equally to both male and female employees.

### C. RELIGION OR NATIONAL ORIGIN GUIDELINES

E & L maintains a non-discriminatory policy in employment and employment opportunities for all people regardless of religion or national origin.

1. No employee or applicant will be discriminated against because of their religion or national origin, this includes but is not limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and section for training, including apprenticeship.
2. Whenever possible, where no undue hardship of the Company will prevent same, E & L will accommodate the religious observances and practices of our employees and prospective employees.

### D. DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA GUIDELINES

E & L will not discriminate against employee or applicants for employment because he or she is a disabled veteran or Vietnam veteran in regard to any position for which the employee or applicant is qualified. It is the goal of E & L to take affirmative action in the hiring, advancing and to otherwise treat qualified disabled veterans and Vietnam era veterans without discrimination in all employment practices such as: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay and other forms of compensation and selection for training, including apprenticeship.

### E. DISABLED INDIVIDUAL GUIDELINES

E & L will not discriminate against any employee or employment applicant because of physical or mental disability in regard to any position for which the employee or applicant for employment and otherwise treat qualified disabled individuals without discrimination in all employment practices.

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Applicant's Signature

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Date

Revised 7/8/2010