

EQUAL OPPORTUNITY EMPLOYMENT POLICY

AFFIRMATIVE ACTION PLAN 2019

1. Reliable Contracting Company, Inc. is an equal employment/affirmative action employer. It is the Company's policy to recruit, hire, train, and promote individuals, as well as administer any and all personnel actions, compensation and benefits, without regard to race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, genetic information, national origin, veteran status, military status, physical or mental handicap, marital status, pregnancy, child birth or related medical condition, personal appearance, familial status, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, or any other category protected by applicable law
2. The Equal Employment Opportunity Officer for our firm is the President's Assistant, Christina Masters. Any questions relative to Equal Employment Opportunity from Officers, Superintendents or Foreman shall be referred to the firm's Equal Employment Officer. Any employee having questions relative to E.E.O will first contact his foreman for reference to the E.E.O Officer. Employees may contact the E.E.O Officer direct when they feel that circumstances warrant.
3. Dissemination of Policy
 - A. Corporate Officers and Superintendents are authorized to hire new employees. Promoting and discharging of employees will be done by either upon their determination or upon recommendations of Foremen. All consideration will be given to changing the individual's crew prior to discharge. The cause for discharge shall be reflected in the employee's file.
 - B. Prior to commencement of any project subject to E.E.O directives, the project E.E.O. Officer shall hold a meeting to review the firm's E.E.O Policy. Regardless of contract requirements meetings shall be held with all Officers, Superintendents, and Foremen biannually, for review of company policies.
 - C. Within 30 days following the reporting for duty of new supervisors, foremen or personnel office employees, an officer shall deliver and explain the company's E.E.O. Policy. This requirement shall also apply to personnel promoted to these positions.
 - D. Direct recruitment for the firm will be done by direction of the President or Department Officers. The President or Officers will contact the company's Recruitment Coordinator (or HR Department). The Recruitment Coordinator shall contact the state and local Workforce Development agency in the area the project is located. Contact shall be made regularly.
 - E. Notices and posters will be posted at the company's interview site and on all projects sites where offices or office trailers are used.

4. Recruitment

- A. All advertisement for employees will contain the notation “an Equal Opportunity Employer”. Normal advertising for employees will be placed first with the Maryland Workforce Exchange, and through them to their subordinate agencies, such as the Anne Arundel Workforce Development. The open position will then be posted on Reliable Contracting Co., Inc.’s website at www.reliablecontracting.com/join-our-team/. The job will also be posted on public employment websites such as Indeed.com and social media sites. Newspaper advertisements may also be placed in local newspapers to advertise for the open positions. Notices and posters will be posted at the company’s interview site and on all project sites where offices or trailers are used.
- B. All sources of potential employees will be reappraised of our intent to hire women and minority group applicants, if any potential exists to train them to become a qualified employee. The Equal Employment Officer will maintain an active list of schools, agencies, etc. and names of key personnel. She shall also maintain contact with these agencies to evaluate potential employees.

5. Personnel Actions

- A. Corporate officers, superintendents and foremen shall determine the proper wage rates upon hiring an individual. This rate will be based on the individual's qualifications and experiences without regards to race, color, marital status, handicap, creed, sex, religion, national origin, sexual orientation, gender identity or expression, genetic information, veteran status, military status, physical or mental handicap, pregnancy, child birth or related medical condition, personal appearance, familial status, family responsibilities, matriculation, political affiliation, source of income, place of business or residence or any other category protected by applicable law. The established rates for all personnel employed shall be reviewed at least annually. The time of the review will be set by the President or Vice President and shall include an analysis to ensure that no discriminatory practices are evident.
- B. Any employee or perspective employee who has a complaint of alleged discrimination shall be referred to a Corporate Officer. He/she will make his/her investigation and report his findings to the President who shall make their decision. The affected person shall be advised of their action and referred to the HR Director for his avenues of appeal.

6. Training & Promotion

- A. Every employee of this firm is responsible for on-the-job training for themselves and all others in the work force. Foremen and superintendents shall train in depth. Consideration will be made by the Superintendent for transfer and/or promotion.
- B. New employees will enter at the highest level for which he/she is qualified. They will be counseled upon beginning employment of areas of training available and their preference, if any, will be their area of training. The following criteria will be considered before a person is considered for training.
 - i. Proficiency in present levels
 - ii. Aptitude for area of training
 - iii. Work record (normal minimum of one month)
 - iv. Firms requirement for personnel in this area

- 7. In the event the company becomes unionized this policy is void until it can be written in whole or part into the bargaining agreement.

8. Subcontractor Policy

- A. All subcontractors are informed relative to pre-qualification for County, State, and Federal Contracts. All subcontractors will be encouraged to expand their minority group representation among their employees.
- B. We collect compliance reports as necessary to insure qualifications to their/this firm's Equal Employment Opportunity Program.

9. Records & Reports

- A. The Equal Employment Officer shall report annually to the President, the progress and status of the Equal Employment Opportunity Program. Annually, this report will be submitted to the Executive Directors. In the preparation of this report the Equal Employment Officer will consult the various agencies required in Par. 3D and 4B relative to this firm's progress in this program. The foremen and superintendents who have pre-apprenticeship personnel will be questioned concerning progress of personnel in the program.
- B. The following information shall be maintained on each project subject to Equal Employment Opportunity requirements.
 - i. The number of minority and nonminority group members employed in each work classification on the projects. (form PR-1391)
 - ii. The reverse side of this form will be utilized to report progress and efforts made in locating, hiring, qualifying, training, and upgrading personnel defined in 6A. Permanent personnel utilized on the project will not be reported thereon unless transferred for a specific purpose.
 - iii. The progress and efforts being made in securing the services of minority group and women owned subcontractors with meaningful minority group representation amount their employees.
 - iv. The above reports shall be retained for a period of three (3) years from contract completion. Any of the above reports will be forwarded or made available to the State Highway Administration and/or Federal Highway Administration as required.

10. This statement of policy is the authority to record race indecencies on employment records.

Licarmen Perez-Santiago
EEO Officer

EQUAL EMPLOYMENT POLICY

The Reliable Contracting Company Inc. supports and is committed to the principle of equal employment opportunity. It is our policy to recruit, hire, train, and promote individuals, as well as administer any or all personnel actions, without regard to race, color, religion, age, sex, national origin or ancestry, marital status, status as a disabled or Vietnam era veteran, or status as a qualified handicapped individual, in accordance with applicable laws.

All complaints of discrimination or harassment will be investigated promptly, impartially, and thoroughly. In addition, the Company's investigation will be conducted as discretely as possible; however, the Company cannot guarantee complete confidentiality. The Company's general policies regarding harassment investigations are as follows:

1. Employees are required to report to the Human Resources Director or a member of Senior Management any allegations or concerns about discrimination and/or harassment;
2. The Company will investigate any allegations of harassment or other inappropriate conduct, even when the complaining employee later decides not to pursue the matter; and
3. ***Retaliation against any employee for filing a legitimate complaint or participating in an investigation is strictly prohibited and shall be cause for termination.***

This problem-solving procedure is your "hot-line": to our management – please use it.

If you are not satisfied with the outcome of the investigation, you should bring the matter to the attention of the President directly.

Company EEO Officer: Licarmen Perez-Santiago

Project Manager: _____