

POLICY: EQUAL EMPLOYMENT OPPORTUNITY

Policy No. 1.102
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Approved by: *K. E. Kim* Effective 1 February 2001
Revision 12/1/2010; 3/15/2012; 3/1/2014, 9/25/15

POLICY

It is the policy of SURVICE Engineering to take affirmative action in affording equal opportunity to all qualified persons without regard to race, color, religion, national origin, sex (including pregnancy), age, disability, genetics information, and veteran status in accordance with applicable federal, state, and local laws. This applies to all personnel policies, including, but not limited to, hiring, compensation, benefits, training, promotion, social and recreational programs, transfer, layoff, and termination and shall cover all salaried and hourly positions. SURVICE complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has a facility or where employees work.

Furthermore, it is the policy of the Company to comply to the fullest extent with the applicable regulations of the Civil Rights Act of 1964 and Executive Order No. 11246 as amended by Executive Order No. 11375, the New Vietnam Era Veterans Readjustment Assistance Act (VEVRAA), Sections 503 and 504 of the Rehabilitation Act of 1973, and to support the OFCCP (Office of Federal Contract Compliance Programs) Affirmative Action Requirements.

SCOPE

All officials and employees of the Company are to be informed of this statement of policy and this policy is to be applied to every phase of employee recruitment, including advertising and relationships with referral organizations and employment agencies. Every level of management is responsible for ensuring that all personnel policies, procedures, and activities are in full compliance with all applicable federal, state, and local Equal Opportunity statutes, rules, and regulations.

GENERAL

SURVICE Engineering does not discriminate against qualified individuals with disabilities (IWD) with regard to all aspects of employment as defined by the Americans with Disabilities Act (Title I) and the Rehabilitation Act of 1973, Section 504. The Company will make reasonable accommodations for known physical or mental limitations of otherwise qualified individuals unless doing so imposes an undue hardship on the Company. This also includes making company sites accessible to individuals with disabilities required by federal law.

SURVICE invites applicants to self-identify as IWDs at both the pre-offer and post-offer phases of the employment application process, and invites employees to self-identify as IWDs every five years. Employees who become disabled will remain employed provided they are able to perform the essential function of their job. Where necessary, such employee may be either reassigned to other available positions or have their jobs restructured so that they can remain employed. Medical documentation may be required to support requests for job restructuring, reassignments, and reasonable accommodations.

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The Company will take affirmative action to employ and advance qualified disabled veterans, recently separated veterans, veterans who served on active duty during a war on in a campaign or expedition for which a campaign badge has been authorized, and veterans of the Vietnam era at all levels of employment.

In accordance with Executive Order 13665, "Employees (or applicants for employment) will not be discharged or in any other manner discriminated against because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information."

In accordance with Title VII of the Civil Rights Act of 1964 and Executive Order 11246, as amended, the Human Resources Manager will prepare an EEO-1 Report and a VETS 100 Report annually.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his/her immediate supervisor or the Human Resources Manager. If the employee believes it would be inappropriate to discuss this matter with their supervisor, they should report it directly to the Human Resources Manager. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

RESPONSIBILITY

Kris Keller, President, and his designee, Jennifer Gross, manager of the Corporate Human Resources Group, are responsible for leading SURVICE's affirmative action efforts and ensuring that the principle of equal employment opportunity is understood and followed. The Area Operation/Group Manager for each SURVICE establishment is responsible for local affirmative action efforts. All members of management must be familiar with this policy, must fully support it, and are responsible for applying these principles in good faith. All employees are responsible for conduct consistent with SURVICE's EEO Policy and are expected to demonstrate respect for all co-workers.