

Equal Employment Opportunity – Affirmative Action Policy

The Company is an equal opportunity employer. The company has a long-standing policy of hiring and promoting individuals who best meet the requirements of available positions and who have the best potential for advancement. It is our policy to provide Equal Employment Opportunity in full compliance with all applicable local, state and Federal laws

In keeping with this policy, employees and applicants for employment are recruited, hired, selected for training, transferred, up-graded, granted privileges of employment, laid off, demoted or terminated without regard to their race, color, religion, sex, military status, national origin, age, disability, sexual orientation / gender identification, or ancestry of any person. The Company will not discriminate against any employee or applicant for employment because of disability in regard to any position for which the employee is qualified and can perform the essential functions of the position with or without accommodation.

In addition, it is the company's policy to prohibit harassment of one employee by another or by a supervisor on the basis of age, race, color, national origin, religion, disability, sex or sexual orientation. While it is not easy to define precisely what harassment on any of these bases is, it certainly includes slurs, epithets, threats, derogatory comments and unwelcome jokes, sexual advances, requests for sexual favors and other verbal or physical conduct such as uninvited touching or sexually related comments. Violations of this policy will not be permitted and may result in discipline up to and including termination. For further information, see the Workplace Anti-Harassment and Anti-Discrimination Policy, below.

Our company has obligations to meet affirmative action goals as a result of our public projects. It is the objective of the company to achieve, and to take affirmative action to ensure, full utilization of minorities and women at all levels of management and non-management and by job classification and to ensure the absence of discrimination in employment, because of race, color, religion, national origin, sex, age, or handicap. The objective also calls for a work environment free of discrimination. It is the policy of our company that local, state and federal laws and regulations implementing national equal employment opportunity objectives shall be fully complied with, not only by meeting the letter of the law and contractual requirements, but by carrying out the full spirit as well.

The Company's EEO Officer is Kyle Lucas and he can be reached by phone at 614-444-0255.

Should you have any questions or concerns, please contact the EEO officer to discuss.

Respectfully:

E. Kyle Lucas

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President / CEO