



## Equal Employment Opportunity/Affirmative Action Policy Statement

Integrity Grading and Excavating, Inc. has established and adopted an Equal Employment Opportunity policy, which is part of Integrity Grading and Excavating, Inc.'s Human Resources Policy. The purpose of this Equal Employment Opportunity policy is to ensure that all employment decisions are made on a non-discriminatory basis, and without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law. In some cases, local laws and regulations may provide greater protections than those outlined here. Associates will be covered by the laws of their local jurisdiction.

An Affirmative Action Program has been developed to identify areas where Integrity Grading and Excavating Inc. seeks to increase the representation of minorities and women. In those areas, we have developed action plans and identified good faith efforts that we will undertake in an effort to increase minority and female participation. Integrity Grading and Excavating, Inc. is committed to these good faith efforts, and we will review them periodically to measure our progress.

Integrity Grading and Excavating, Inc. will recruit, hire, and promote without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable law.

Integrity Grading and Excavating, Inc. will make all decisions of employment with consideration to appropriate principles of Equal Employment and Affirmative Action.

Promotional opportunities will be filed based on merit, experience, and job-related criteria.

Personnel actions, such as compensation, benefits, transfers, layoffs, company-sponsored training programs, and social and recreational programs, will be administered on a non-discriminatory basis.

Employees and applicants will not be subjected to harassment, intimidation, threats, coercion, retaliation, or discrimination because they have exercised any right protected by law.

Principal and direct responsibility for successful implementation of this policy in a uniform manner has been assigned to Ruth Geier. However, within our respective areas of responsibility, all managerial and supervisory personnel must share in responsibility to ensure Integrity Grading and Excavating, Inc.'s compliance with the Equal Employment Opportunity and Affirmative Action Plan. Any employee who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to attention of their manager or the Human Resources Department.

A handwritten signature in blue ink, appearing to read "Daniel Weinkauff", is written over a horizontal line.

Daniel Weinkauff  
President

A handwritten signature in blue ink, appearing to read "Ruth Geier", is written over a horizontal line.

Ruth Geier  
Vice President

