

Portzen Construction, Inc.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

A. Operating Statement

It is the policy of **Portzen Construction, Inc.** to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age, disability, or any other classification protected by federal, state, or local law. Such action shall include: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, pre-apprenticeship, and/or on-job-training.

B. Designation of the EEO/AA Officer

I, **Michael E. Portzen, President of Portzen Construction, Inc.** have designated the following person as the EEO/AA Officer:

Abbey Kiburz

This EEO/AA Officer has the responsibility for, and is capable of, effectively administering and promoting the EEO/AA program and is assigned adequate authority and responsibility to do so.

C. Definition of Equal Employment Opportunity (EEO) and Affirmative Action (AA)

EEO is the opportunity of all applicants for equal employment without regard to race, religion, sex, color, national origin, age, disability, or any other classification protected by federal, state or local laws.

AA is the specific action taken to assure minorities and women will have equal opportunity for employment.

The distinction between the two policies is that EEO is a policy, which provides consistent action in regards to employment opportunities while AA is a proactive policy designated to increase minority and female employment opportunities.

D. **Union**

Portzen Construction, Inc. will use its best efforts to obtain the cooperation of unions to increase female and minority group opportunities within the unions and to encourage referrals by unions of female and minority group employees.

1. **Portzen Construction, Inc.** will use our best efforts to develop in cooperation with the unions, joint training programs aimed toward qualifying more female and minority group members for membership in the unions and increasing the skill of female and minority group employees so that they may qualify for higher paying employment.
2. **Portzen Construction, Inc.** will use our best efforts to incorporate an equal employment opportunity clause into all union agreements to the end that such unions will be contractually bound to refer applicants without regard to their age, disability, race, color, religion, sex, or national origin.
3. **Portzen Construction, Inc.** will in the event a union is unable to refer applicants as requested by us within the time limit set forth in the union agreement, will through our recruitment procedure, fill the employment vacancies without regard to age, disability, race, color, religion, sex or national origin, making full efforts to obtain qualified minority group persons.

E. **Recruitment Policy**

We will use the following avenues to seek out minority and female applicants: we will contact U.S. Department of Labor America's Job Bank located on the internet, the Iowa Workforce Development Office nearest to where we are seeking applicants; we will encourage our current employees to refer females and minorities; and we will place ads in the **Telegraph Herald** newspaper.

We will contact the **Carpenters Local #659, Operators Local #234, Labors Local #659, Teamsters Local #421 and Plumbers Local #125** Union Halls for referrals to be sent out, encouraging minorities and females to be considered.

We will also place ads in the Telegraph Herald in a foreign language, or newsletters to encourage minorities and females to apply.

When advertising employment opportunities we will identify Portzen Construction, Inc. as an Equal Opportunity Employer.

F. **Non-segregated Facilities Policy**

Portzen Construction, Inc. certifies that it is providing non-segregated facilities for our employees.

No employee is denied access to adequate facilities on the basis of sex or disability.

G. **Training and Promotion Policy**

1. Portzen Construction, Inc. will assist in locating, qualifying and increasing the skills of minority group employees and applicants for employment. The training and promotion policy is open to all prospective trainees and employees without regard to race, religion, sex, color, national origin, age or disability.

2. Consistent with manpower requirements and as permissible under Federal and State regulations, we will make full use of training programs, i.e.; pre-apprenticeship, apprenticeships, and/or on-the-job training programs for the geographical area of contract performance. We will make use of informal training programs or when required provide formal training, we will utilize our union training programs that have been approved by the U.S. Department of Labor.
3. **Portzen Construction, Inc.** advises employees and applicants for employment of available training programs and entrance requirements for each. This will be accomplished by job site postings.
4. **Portzen Construction, Inc.** will periodically review the training and promotion potential of minority group employees and will encourage eligible employees to apply for such training and promotions. This performance review will be done on an annual basis.
5. **Portzen Construction, Inc.** will review apprentice(s) progress on a monthly basis.
6. **Portzen Construction, Inc.** is willing to train all applicable union trades when resources are available and it is deemed practical. We will also strive to train in the following classifications; Carpenters, Laborers, Equipment Operators, Plumbers & Teamsters to name a few.

Portzen Construction, Inc. will advise prospective employees/trainees of available training opportunities such as employee handbooks, job site postings, on-the-job training and classroom education provided by the Apprenticeship Program as set forth by the Union.

Portzen Construction, Inc. will assure that all training and promotions are open to all prospective trainees and employees, without regard to race, religion, sex, color, national origin, age disability, or any other classification protected by federal, state or local laws.

Portzen Construction, Inc. will have a quarterly review of each trainee enrolled and will go over that review with the trainee. Each trainee's training evaluation will be retained in file and promotion opportunities will be considered yearly through a performance review.

Signature:



EEO/AA Officer

Date: 4/29/15



Company Officer

Date: 4/29/15