

# AFFIRMATIVE ACTION POLICY

It is the policy of Emery Sapp & Sons to comply and cooperate to the fullest extent with all applicable regulations of the Equal Employment Opportunity Provisions of the Civil Rights Act of 1964, Executive Order 11246, the Rehabilitation Act of 1973 (29 U.S.C. 793), the Americans with Disabilities Act (ADA) of June 26, 1990 and the Vietnam Era Veterans Readjustment Assistance Act of 1972, all as amended. This policy pertains, as far as the responsibility of this Company is concerned, to any arrangement under which employees, including trainees, are selected for work.

It is the policy of this Company not to discriminate against any employee or applicant for employment because of race, religion, color, age, sex and national origin, disabilities or Vietnam Era and Special Disabled Veterans status.

This Company will take affirmative action to assure an equal employment opportunity to all qualified persons, and that employees are treated equally during employment without regard to their race, religion, color, age, sex, national origin, disabilities, or Vietnam Era and Special Disabled Veteran's status.

## **SUCH ACTION SHALL INCLUDE BUT NOT BE LIMITED TO:**

- Employment, upgrading, demotion, or transfer
- Recruitment and recruitment advertising
- Layoff or termination
- Rate of pay or other forms of compensation
- Selection for training, including apprenticeship, pre-apprenticeship and/or on-the-job training

We will provide and expect all employee-owners to participate in a non-hostile work environment. Should any employee-owner believe he or she has been discriminated against or have any question or suggestions, please contact Amy Allen, our EEO Officer.

### **AMY ALLEN**

Chief Administrative Officer & General Counsel

**816.510.7484**

**EEO@EMERYSAPP.COM**