

**SUMMARY OF
THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

TO ALL EMPLOYEES:

1) _____ (Company Name)
is an Equal Opportunity Employer who practices Affirmative Action designed to provide equal employment opportunity for all employees and potential employees in the areas in which our projects are located.

2) Your Company Equal Employment Coordinator is:

Your local Company contact person is:

3) You are requested to advise competent and qualified people, with particular emphasis on minorities, females, handicapped, economically disadvantaged and veterans, of the _____ (Company Name) Equal Opportunity Policy.

4) Under this Policy, promotions, working conditions and wages are administered on a non-discriminatory basis.

5) On-the-Job Training will be available for the upgrading of skills under our Equal Employment Policy.

6) Should any question arise as to the application of this Policy or alleged acts of discrimination or harassment, please contact one of the above listed EEO Representatives.

EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR