

State of Ohio

Affirmative Action Program

TO: All Employees

FROM: Jack Jones

DATE: 3/10/2020 12:00:32 PM

SUBJECT: Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of the POGGEMEYER DESIGN GROUP to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

POGGEMEYER DESIGN GROUP managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines. This policy statement will be disseminated to all employees, various recruitment sources and will be displayed on all construction job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Persons who believe POGGEMEYER DESIGN GROUP has discriminated against them may file a discrimination complaint with James Jones. The EEO Representative has full authority to manage issues involving employment discrimination.

Point of contact to file allegations of discrimination:

Company's EEO Representative: James Jones

Location: 1168 N Main Street Bowling Green 43402

Phone Number:

Mail Address: jonesjl@poggemeyer.com