

## **EASTHAM & ASSOCIATES**

### **AFFIRMATIVE ACTION POLICY**

Eastham & Associates is an Equal Opportunity Employer and complies with all applicable provisions of Federal and State laws governing the employment and treatment of all applicants and employees. Eastham & Associates also has an affirmative action program to further ensure equal employment opportunity.

Our firm's policy is to provide equal employment opportunities in all job categories without regard to race, color, creed, religion, national origin, ancestry, citizenship, sex marital status or age. We also provide equal employment opportunity to qualified individuals with disabilities and Vietnam-era veterans.

These principals are applied in each stage of recruiting and hiring, training, selection, promotion, compensation and benefits, transfers, layoffs and recalls, or terminations. Eastham & Associates, therefore, intends to provide fair and equal employment opportunities at all job levels to all applicants and employees.

The following Affirmative Action steps are directed at increasing minority utilization and assure equal employment opportunity:

1. Maintain a file of the names addresses, telephone numbers and craft of each minority and female applicants showing (a) The date of contact and whether the person was hired; if not, the reason, (b) If the person was sent to a union for referral, and the results, (c) Follow-up contacts when the contractor was hiring.
2. Any one or more of the following: (a) Maintain a copy of the written EEO policy, (b) Include it in any company newsletters, policy manuals, and annual reports, (c) Posting of the policy on company bulletin boards, (d) Record that specific reviews of the policy have been conducted with any minority or female employees, (e) Explain and discuss the policy at staff meetings.
3. Maintain records that the EEO officer reviews all monthly workforce reports, hirings and terminations, training, minority and female employees quarterly for promotion and encourages them to prepare for and seek promotion.
4. Keep copies of (a) Letters sent to all recruiting sources requiring compliance with the Policy, (b) advertising, which includes EEO reference, and (c) Purchase order and subcontract agreement forms with reference to State EEO Covenant, Appendix A or B of ORC 123:2-3-02.
5. Keep records of the dates, individuals contacted and results of the contact from telephone calls or meetings with individuals or groups contacted under 1., above.
6. Keep records of contributions in cash, equipment or labor provided as instructors for Bureau of Apprenticeship and Training approved or Department of Labor funded training programs and records of the hiring and training of minorities and females referred to the company by such programs.