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Equal Employment Opportunity and Affirmative Action Policy and Plan

EEO/AA Policy Statement:

It is the policy of JBI Construction, Inc. 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, sexual orientation, gender identity, genetic information, national origin, disabilities or Vietnam ERA and Veterans status.

JBI Construction, Inc. 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, sexual orientation, gender identity, genetic information, national origin, disabilities or Vietnam ERA and Veterans status. Such action shall include but not be limited to:

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

EEO Office Duties:

It is the policy of JBI Construction, Inc. to continuously maintain the appointment of an Equal Employment Opportunity Officer (EEO Officer). The name and contact information for the EEO officer will be communicated along with this policy. The EEO Officer has the responsibility for effectively administering and promoting an active program of equal employment opportunity. The EEO Officer will coordinate the EEO efforts of supervisors, foremen and others in the position of hiring personnel.

JBI Construction, Inc.'s EEO Officer has the responsibility for effectively administering and promoting an active program of equal employment opportunity within the company. The EEO Officer will make recommendations, where appropriate, to correct any deficiencies found in the company's program. The EEO Officer will ensure that this policy and plan are being carried out.

EEO/AA Plan:

It is the policy of JBI Construction, Inc. that there not be any discrimination by virtue of race, religion, color, age, sex, sexual orientation, gender identity, genetic information, national origin, disabilities or Vietnam ERA and Veterans status, in the functions of hiring, placement, up-grading, transfer or demotion. In addition, there shall not be any discriminatory practices in recruitment, advertising, or solicitation for employment, rates of pay or other forms of compensation, selection for training including apprenticeship, layoff or termination, or treatment during employment. The company has affirmative action obligations in the hiring of minorities, females, disabled and veteran's applicants.

JBI Construction, Inc. will not use goals, timetables, or affirmative actions standards to discriminate against any person because of their race, religion, color, age, sex, sexual orientation, gender identity, genetic information, national origin, disabilities or Vietnam ERA and Veterans status.

JBI Construction, Inc. shall take specific affirmative actions to ensure equal opportunity. Our compliance with this policy and plan shall be based upon our efforts to achieve maximum results from our actions and we shall document our efforts fully. This company will implement specific affirmative action steps, at least as extensive as the following actions to ensure equal employment opportunity:

1. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all times and in all facilities at which our employees are assigned to work. We shall specifically ensure that all foremen, and other on-site supervisory personnel are aware of and carry out our obligations to maintain such a working environment.
2. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when we have the employment opportunities available, and maintain a record of the organizations responses.
3. Maintain a current file of the names, addresses, and telephone number of each minority and females off-the-street applicant or minority or female referrals from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. When applicable if such individual was sent to the Union hiring hall for referral and was not referred back to the company by the union or, if referred, not employed by the company, this shall be documented in the file with the reason therefore, along with whatever additional actions the company may have taken.

4. When applicable provide immediate written notification to the Director/Business Agent when the union or unions with which we have a collective bargaining agreement have not referred to us a minority person or woman sent by us, or when we have other information that the union referral process has impeded our efforts to meet our obligations.
5. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the company's employment needs, especially those programs funded or approved by the Department of Labor. We shall provide notice of these programs to the sources compiled under "2" above.
6. Disseminate the company EEO policy notice by providing notice to the unions and training programs and requesting their cooperation in assisting us in meeting our EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it on company notice boards, by specific review of the policy with all management personnel and with all minority and female employees at least once a year.
7. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel such as foremen, etc. prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed and disposition of the subject matter.
8. Disseminate the Company EEO policy externally by including it in any advertising in the news or social media, specially including minority and female news media and providing written notification to and discussing the company EEO policy with other contractors and subcontractors with whom the company does or anticipates doing business.
9. We will encourage present minority and female employees to recruit other minority persons and women.
10. Validate all test and other selection requirements where this is an obligation to do so under 41 CFP Part 60-3.
11. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory affect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and our obligations under these specifications are being carried out.
12. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilets and necessary changing facilities shall be provided to assure privacy between the sexes.
13. Document and maintain a record of all solicitations of offers for subcontractors from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
14. Conduct a review, at least annually, of all supervisors' adherence to and performance under the company EEO policies and affirmative action obligations.

Records:

JB I Construction, Inc. will keep records to monitor all employment related activities to ensure that the company's EEO policy is being carried out. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g. mechanic, apprentice, trainee, helper, laborer, etc.), dates and changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed.

Reporting of Complaints:

If at any time anyone feels he or she has been discriminated against because of race, religion, color, age, sex, sexual orientation, gender identity, genetic information, national origin, disabilities or Vietnam ERA and Veterans status, they should report this matter to the company EEO Officer whose name and contact information is communicated along with this policy.

The EEO Officer will investigate all complaints of alleged discrimination made to the company in connection with its contractual obligations. The EEO Officer will attempt to resolve such complaints, corrective actions to be taken and will then follow up on actions taken and their effect. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective actions shall include such other persons. Upon completion of each investigation, the EEO Officer will inform every complainant of all of his or her avenues of appeal. The address shown below are such avenues for appeals.

Company EEO Officer See name and contact information subsequently shown or posted	Indiana Civil Rights Commission(ICRC) Indiana Government Center North 100 N. Senate Avenue, Room N103 Indianapolis, IN 46204-2211 Phone 317-232-2600
US Department of Labor Frances Perkins Building 200 Constitution Avenue, NW Washington, DC 20210 Phone 800-397-6251	US Federal Highway Administration 1200 New Jersey Avenue, SE Washington, DC 20590 Phone 202-366-4000
EEOC's Indianapolis District Office 101 W. Ohio Street, Suite 1900 Indianapolis, IN 46204-4203 Phone: 317-226-7212	

JB I Construction, Inc. has made the following designation in accordance with the EEO/AA Policy and Plan. Date 06/11/18 By: Tim Sigler, President

Equal Employment Opportunity Officer: EEO Officer

Name: Jennifer Murphy
Address: 10335 Hedden Road, Evansville, IN 47725
Phone: 812-867-5959 Cell: 812-598-7174