



## SURFACE PREPARATION TECHNOLOGIES, LLC

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### Equal Employment Opportunity and Affirmative Action Policy

Surface Preparation Technologies, LLC reaffirms its commitment to the principle of Equal Employment Opportunity in its personnel policies and practices. It is the policy of this company to comply with all applicable regulations of the Civil Rights Act of 1964, Required Contract Provisions-Federal-Aid Construction Contracts-FHWA 1273, Executive Order No. 11246, as amended, Rehabilitation Act of 1973, Vietnam Era Veterans Readjustment Assistance Act, and all other relevant state and local regulations.

It is the policy of Surface Preparation Technologies, LLC to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, age, disability, sexual orientation, gender identity or national origin. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training. All such decisions are based on (1) individual merit, qualifications, and competence as they relate to the particular position and (2) promotion of the principle of equal employment opportunity. All current employees are encouraged to refer minority and female recruits for employment whenever hiring opportunities are available.

All other personnel programs such as compensation, benefits, transfers, layoff, return from layoff, training, education, and social and recreational programs are administered without regard to race, color, religion, age, sex, national origin, physical or mental disability, or veteran status. All employees are encouraged to request additional training.

All harassment is strictly prohibited, including sexual, race, color, religion and any other form of conduct, which has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment, which is intimidating, hostile or offensive to the employee. Any employee who feels that a violation of this policy has occurred should immediately report the matter to their supervisor. If that person is unavailable or the employee believes it would be inappropriate to contact the supervisor, the employee should contact the supervisor's supervisor, Human Resources, or the facility head. Each complaint will be investigated, and any violations will be remedied. The complaining employee will not be affected in employment with the company as a result of bringing the harassment complaints to the attention of the company.

Leslie Aimone is the company's EEO Officer and is responsible for administering the company's EEO Policy. Anyone having questions, comments or complaints regarding the company's Equal Employment Policy should contact Leslie Aimone, Human Resources Director & EEO Officer, at (717) 697-1450.

Signature of President & CEO

3/28/23

Date

Signature of Human Resources Director & EEO Officer

3/28/23

Date