



SAFETY GROOVING AND  
GRINDING

13-226 County Road R  
P.O. Box 431  
Napoleon, OH 43545  
(419)-592-8666



CENTRAL ATLANTIC  
CONTRACTING

1299 Governor Court  
P.O. Box 675  
Abingdon, MD 21009  
(410) 679-2612

**Russell C. Swank III**  
President & CEO

**Equal Employment Opportunity Appeal Procedures**  
**Thursday, April 21, 2005**  
**Notice to All Employees**

If you feel at any time that you have been discriminated against, with respect to hiring, upgrading, promotion, demotion, or dismissal, because of race, religion, sex, color, ancestry, national origin, age, disability, sexual orientation or union membership, you may use the procedures below to insure that your rights are upheld:

**Initial Appeal** - State your case to the Project EEO Officer/Project Foreman.

**Secondary Appeal** - If in your estimation, you do not receive fair treatment as the result of your initial appeal arrange to see the Company EEO Officer who is:

**Ronald J. Hags**  
EEO Officer  
200 Hunt Valley Rd.  
New Kensington, PA 15068  
724-335-6000

**Continued Appeal** - If the above steps still leave doubt about the fairness of treatment being received, contact:

**Russell C. Swank, III**  
President - Swank Associated Companies, Inc.  
200 Hunt Valley Rd.  
New Kensington, PA 15068  
724-335-6000

Should you feel further action is warranted after exhausting the steps outlined above, then appeal to:  
Pennsylvania Human Relations Commission - (412) 565-5395  
or  
Equal Employment Opportunity Commission - (412) 644-3444

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EQUAL EMPLOYMENT POLICY

It is the policy of Swank Associated Companies, Inc., to offer equal opportunity for employment to all qualified persons without regard to a person's race, color, creed, sex, age, veteran status, or national origin. It is the intention of the Company, through the adoption and implementation of this policy, to insure full and complete compliance with the Civil Rights Act of 1964, Executive Order No. 11246, and any other Federal or State Equal Employment Opportunity Order or applicable regulations. It shall be the obligation of all those who share on the management of the Company to implement the terms of this policy to insure that the Company is at all times in full and complete compliance with both the letter and spirit of all Equal Opportunity concepts.

AFFIRMATIVE ACTION PROGRAM

The company's Equal Opportunity and Affirmative Action Program includes, but is not limited to, the following actions:

1. To insure that this policy is effectively carried out, Ronald J. Hags has been appointed as the Equal Employment Opportunity Officer. His duties are to insure that the policies of this Company are administered and adhered to as outlined by the Affirmative Action Policy. This official will coordinate his efforts and program with that of other company department heads and supervisory personnel. He shall regularly make reports to the president of this Company and outline what progress and/or recommendations should be made for additional affirmative action.

It shall be the duty of this officer to remain well versed on federal, state, and local rules and regulations concerning Equal Employment Opportunities and Affirmative Action Programs.

2. Our EEO officer will handle all complaints concerning the policy and affirmative action stated herein.

It shall be the duty of this EEO officer to administer all aspects of affirmative action programming and to ascertain that the following steps will be taken to assure equal opportunity in employment.

- a. Require that all advertisements for personnel contain a notation stating that this company is an "Equal Opportunity Employer" and that all advertisements be inserted in newspapers having a large general circulation in the area and amount the minority groups. In Western Pennsylvania area, the Pittsburgh Post Gazette, The New Pittsburgh, Couriers, and any other minority news media found to exist in the areas in which we are working.
  - b. Unless we are precluded by our various bargaining agreements, this company will conduct systematic and direct recruitment through public and private referral sources likely to yield qualified minority group applicants. In our area such groups have been identified as: NAACP, The Urban League, PA., State employment Services, Frontiersman International, O.I.C., Community Action Centers, C.O.R.E., Technical and Vocational Schools (That have large minority enrollments), Black Ministers, Black Community Centers, and any other minority organization existing in the area in which our projects are located. We shall also endeavor to contract various schools and colleges likely to yield other minority applicants.
3. Company Personnel Staff:  
This policy assures that all supervisory personnel have been notified as to their duties in regards to fair employment policies. New applicable regulations and programs will be reviewed with our staff through various meetings, and inter-office communication articles.

This company has advised all members of its staff who are authorized to hire, supervise, promote, transfer, and discharge employees, or to recommend such action, of our policy on

equal employment, and of their responsibilities regarding the Company's obligation to this policy.

It has been and will continue to be the policy of this firm to advise all of our employees of the Company policy and that any decisions pertaining to hiring, training or upgrading are based solely on the individual's own ability to perform the work required. All employees receive copies of our policy statement and intent through one or all of the following channels of communication: meetings, paycheck stuffers, bulletin boards, and Company reports.

Present employees are also urged to contact and refer qualified minority workers to the Company personnel officer for present and future labor needs.

This Company will continue to assure that wages, working conditions, employee benefits, and all other aspects of the employment will continue to be determined and administered on a nondiscriminatory basis. Our EEO Officer will periodically review the wage and employee benefits and working conditions to ascertain that they are being administered on a nondiscriminatory basis.

It is the policy of this Company to assure that all upgrading, promotions, transfers, demotions, layoffs, and terminations of employment will be made without regard to race, color, creed, sex, age, veteran status, or national origin. All information relating to this paragraph will be recorded on the employee's work record. We also assure that layoff of employees due to lack of work shall be based on need, work performance, work ability, and as stipulated in our various labor agreements.

#### 4. Subcontractors:

It is the policy of this Company to require all subcontractors to adhere to the Affirmative Action guide lines established by this Company and that each subcontractor submitting bids will be pre-qualified under the Equal employment Opportunity guide lines established by the Pennsylvania Department of Transportation.

Bids will be solicited from all qualified subcontracting firms, regardless of the race, color, creed, or national origin in the area in which we are working will be encouraged to submit bids on our projects.

Our Company EEO Officer will make periodic reviews of our subcontractors to insure this policy is adhered to.

#### 5. Conferences and Report:

We hereby agree to submit (when required and notified by appropriate agencies) at a pre-construction conference the following breakdown, except where breakdowns are not required for the classes of workers which the contractor has an individual or multi-organization approved affirmative action program.

- a. A breakdown on current total work force showing classes of workmen and minority group representation on current work projects.
- b. An estimated breakdown of the work force by classes of workers and minority group representation that could be obtained for this project.

It is finally agreed that this company will submit all reports, progress statements, etc., as requested and directed by the Department of Transportation and the Federal Highway Administration.

Russell C. Swank III  
President



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## MINORITY AND FEMALE REFERRAL NOTICE

Safety Grooving and Grinding is an equal opportunity employer and as such, we encourage our employees to recruit qualified minority and female applicants for employment.

Refer applicants for employment in accordance with our current employment procedures to our Equal Opportunity Officer as listed below:

NAME: Ronald J. Hags

ADDRESS: 200 Hunt Valley Road

New Kensington, PA 15068

TELEPHONE: (724) 335-6000

SIGNATURE: \_\_\_\_\_

TITLE: EEO Officer

DATE: 4/21/05



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**Russell C. Swank III**  
President & CEO

An Equal Employment Opportunity Company

To: All Employees  
From: Russ Swank  
Date: Thursday, April 21, 2005  
RE: Company Policies

Each employee of Safety Grooving and Grinding, is entitled to a work environment free of sexual harassment and discrimination of any kind. Following are the policies of Safety Grooving and Grinding, with respect to those issues.

### **Sexual Harassment Policy**

Harassment on the basis of sex is a violation of Section 803 of Title VII of the Civil Rights Act of 1964 and the Guidelines on Sexual Harassment adopted by the Equal Employment Opportunity Commission and the Pennsylvania Human Relations Commission.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

We will not tolerate such actions in the day – to – day activities of this company. Those guilty of such behavior and those supervisory personnel who knowingly allow it to exist will be subject to disciplinary action.

Complaints of alleged sexual harassment and reports of such incidents should be documented and addressed to: Ronald J. Hags, EEO Officer, (724) 335-6000, 200 Hunt Valley Road, New Kensington, PA 15068

### **EQUAL EMPLOYMENT POLICY**

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