



EXCAVATION, INC.

Date: January 4, 2020

To: All Employees

Subject: Equal Employment Opportunity & Affirmative Action Program Statement

As President of Mass Excavation, Inc., I would like to remind all employees that it is our corporate policy to take positive action to ensure equal opportunity in the conduct of all business activities.

Further, Mass has undertaken good faith efforts to employ and advance in employment minorities, women, qualified individuals with a disability and covered veterans. If you know qualified individuals who are seeking employment, please have him or her inquire at the appropriate craft union or at the construction jobsite.

This EEO Policy Statement is a reminder that all employees are protected under the law and may seek assistance if they believe they have been subject to unlawful employment discrimination. Our policy is to hold all employees accountable for keeping our workplace free from discrimination and ensuring that we provide equal employment opportunity for all in our workforce and for those seeking to enter our workforce.

Employees and applicants for employment are protected by federal laws, Presidential Executive Orders, and state and local laws designed to protect employees and job applicants from discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

Our Equal Employment Opportunity & Affirmative Action Program Statement is on the reverse side of this notice. Please take a moment to review it as each of us is obligated to act in accordance with this statement and to demonstrate the sincerity of our commitment. Please feel free to contact Jed Shandy, the EEO Administrator, if you have any questions or concerns.

Thank you for your hard work and dedication,

Luke Blomfield, President



1/4/2020

Equal Employment Opportunity & Affirmative Action Program Statement

Mass Excavation, Inc. (Mass) is committed to equal employment opportunity (EEO) and affirmative action. As President I want to share with you our commitment to providing a work environment in which everyone is treated with respect, equality, and dignity.

It's our corporate policy to take positive action to ensure equal opportunity in the conduct of all business activities without regard to race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, disabled veteran, recently separated veteran, other protected veteran, and/or Armed Forces service medal veteran (covered veteran) status, other non-merit based factors, or any other status protected by law. These activities include: recruiting, hiring, training, promotion, benefits, compensation, job assignments, transfers, terminations, client and vendor relations, community relations, use of facilities, and participation in employee activities. All employment decisions are based solely on valid job qualifications.

Employees and applicants will not be subject to harassment, intimidation, threats, coercion or discrimination based on their status, for filing a complaint, assisting in a review or investigation, or exercising any other right related to any Federal, state, or local law regarding equal employment opportunity.

Further, Mass has undertaken good faith efforts to employ and advance in employment minorities, women, qualified individuals with a disability and covered veterans. To attract qualified individuals who possess the required skills, our affirmative action efforts include targeting recruitment efforts by notifying organizations within the community of job openings and other employment opportunities. As a Federal contractor, Mass is required to maintain a written affirmative action program which sets forth how we implement these efforts regarding qualified individuals with a disability and covered veterans. To measure the effectiveness of the program an internal audit and reporting system is maintained. The Affirmative Action Program for Individuals with a Disability and Covered Veterans will be made available upon request.

While all employees are obligated to act in accordance with our corporate EEO policy and affirmative action program I have selected Jed Shandy as the EEO Administrator in order to assure dissemination and implementation throughout all levels of the company. Each employee is responsible for demonstrating the sincerity of the commitments outlined in this statement.

Luke Blomfield
President