

To: Employees of Martin/Martin, Inc. and Applicant for Employment Date: August 1, 2016
From: Jack E. Petersen, President
Copy To: All Employees
 Employment Law Bulletin Board
 MM Employee Handbook

Re: Equal Employment Opportunity Policy

POLICY STATEMENT:

It is the ongoing policy of Martin/Martin, Inc. to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of race, color, national origin, sex, sexual orientation, religion, age, genetic information, disability, gender identity, protected veteran status or any other status protected by applicable law.

The policy of Equal Employment Opportunity (EEO) shall apply to all terms, conditions, and privileges of employment, including hiring, probation, testing, training and development, promotion, transfer, compensation, benefits, educational assistance, termination, layoffs, social and recreational programs, and retirement.

Martin/Martin, Inc. is committed to making employment decisions based on valid requirements, without regard to race, color, national origin, sex, religion, age, genetic information, disability, protected veteran status or any other status protected by applicable law. Martin/Martin, Inc. will analyze its personnel actions rigorously to ensure compliance with this policy.

Martin/Martin, Inc.'s EEO Coordinator, Kelsey Reed, serves as the direct point of contact for implementing the systems needed to track data for our affirmative action program. She is available to assist with all job postings, resume tracking, interviewing and documentation. Our HR Coordinator, Rhonda Madsen, is responsible for compliance with state and federal EEO laws and affirmative action regulations. Our HR Coordinator is also responsible for implementing the Martin/Martin, Inc.'s Affirmative Action Plan (AAP), including equal employment practices, monitoring, and internal reporting. If you believe you have not been treated in accordance with this policy or have questions or concerns, please contact the HR Coordinator.

Martin/Martin Inc. will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.



Martin/Martin, Inc.'s AAP is designed to support three distinct areas required for companies that perform federal contracts. They include:

- Qualified individuals with disabilities per the Rehabilitation Act of 1973
- Veterans as defined in the VEVRRA act of 1974 and Jobs for Veterans acts
- Women and minorities as defined under Executive Order 11246

A copy of the narratives that describe these laws and how we are addressing them are available to you in Martin/Martin, Inc.'s HR Coordinator's office during regular office hours or by appointment.

All employees and applicants for employment are protected, by both company policy and equal employment opportunity/affirmative action regulations and law, from coercion, intimidation, interference, retaliation or discrimination for filing a complaint, assisting in an investigation, or opposing any act or practice made unlawful by equal opportunity laws and regulations.

I personally endorse the policy of equal employment opportunity. I ask your continued assistance and support in maintaining an environment that reflects Martin/Martin, Inc.'s commitment to equal opportunity and affirmative action. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy.

Regards,

Jack E. Petersen, PE
President