



<p><b><u>Notice of Equal Employment Office (EEO) Officer Contact/ Reporting Procedures</u></b></p> <p>The Established Traffic Control, Inc. Equal Employment Opportunity (EEO) Officer is Garret Brunton. If you believe you have experienced discrimination by Established Traffic Control, Inc., its supervisors, employees, or any person or organization acting on behalf of the company, please immediately report it to the company’s EEO Officer. For reporting, inquiries or assistance, you can reach Garret at 3162 Unionville Pike, Hatfield, PA 19440, or by calling 215-997-8801 before 5 pm. After 5 pm, please contact him at 267-718-9358.</p>	
<p><b><u>Company EEO Policy Statement</u></b></p> <p>Established Traffic Control is committed to providing equal employment opportunities to all individuals, regardless of their race, religion, sex, color, national origin, age, or disability. Discrimination or harassment of any kind will not be tolerated in the workplace. This policy applies to all aspects of employment, including but not limited to:</p> <p>1. Employment decisions such as hiring, promotion, demotion, or transfer. 2. Recruitment efforts and advertising for open positions. 3. Layoff or termination decisions. 4. Determination of rates of pay and other forms of compensation. 5. Selection for training programs, including apprenticeships, pre-apprenticeships, and on-the-job training.</p>	<p><b><u>Notice to Unions Disseminating EEO Commitments and Responsibilities</u></b></p> <p>Established Traffic Control, Inc. is committed to EEO principles, ensuring fair treatment for all employees and applicants regardless of race, religion, sex, color, national origin, age, or disability. We request your cooperation in disseminating our EEO policy and supporting its implementation. Thank you for your partnership in promoting diversity and inclusivity.</p>
	<p><b><u>Notice to Refer Minority and Female Applicants for Employment</u></b></p> <p>At Established Traffic Control, Inc., we are committed to promoting diversity and inclusion in our workforce. We encourage the assistance of all employees in referring qualified minority and female applicants for employment opportunities within our company. Please refer qualified minority and female applicants for employment to Garret Brunton at 215-997-8801.</p>
<p><b><u>Sexual Harassment Policy</u></b></p> <p>Sexual harassment is a very serious and damaging practice. It not only demeans the individual being treated in such a manner, it also creates unacceptable stress in the entire organization. This practice results in decreased productivity and work effectiveness, decreased morale, and unneeded conflicts within the organization. We will not tolerate sexual harassment of employees by anyone, including management, supervisors, other employees, customers, suppliers, or any other persons or organizations.</p> <p>In this organization, sexual harassment is defined as including:</p> <p>1. Unredeemed or unwanted sexual advances. 2. Request or demands for sexual favors. 3. Verbal abuse or teasing, which is sexually-oriented and is considered unacceptable by another individual. 4. Engaging in any type of sexually oriented conduct, which would interfere with another’s work performance. 5. Creating a work environment that is intimidating, hostile, or offensive because of unwelcomed or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts or attentions.</p>	<p><b><u>Notice of On-the-Job Training Program for the Heavy-Highway Construction</u></b></p> <p>Established Traffic Control, Inc. is participating in an On-the-Job Training Program for the Heavy-Highway Construction Industry. If you are interested in developing skills in a specific craft, please reach out to Garret Brunton. He will provide you with detailed information about the program. The only requirement is your desire and ability to develop skills in the craft of your interest. Don't miss this chance to enhance your skills and advance your career!</p>
	<p><b><u>Work Environment Statement</u></b></p> <p>At Established Traffic Control, Inc., we are committed to fostering a work environment that is free of harassment, sexual harassment, intimidation, and coercion. We believe that every employee has the right to work in an environment where they feel safe, respected, and valued.</p> <p>It is our policy to ensure and maintain a working environment that upholds these principles at all sites and in all facilities where our employees are assigned to work. This policy will be strictly enforced at all times, and any violation of this policy will not be tolerated.</p> <p>We encourage all employees to report any incidents of harassment, sexual harassment, intimidation, or coercion immediately to their supervisor or the company's Equal Employment Opportunity (EEO) Officer. Reports will be handled promptly and confidentially, and appropriate action will be taken to address and resolve the situation.</p>
<p><b><u>Certification of Nonsegregated Facilities</u></b></p> <p>Established Traffic Control, Inc. hereby certifies that all company facilities and activities are nonsegregated. We are committed to providing an inclusive and equitable environment for all employees and visitors.</p> <p>We acknowledge that, in accordance with applicable regulations, separate or single-user toilet and necessary changing facilities are provided to ensure privacy of the sexes while maintaining a nonsegregated environment.</p>	<p>Complaints of alleged EEO violations, sexual harassment and reports of such incidents should be documented and addressed to:</p> <p><b>Garret Brunton, Chief Operations Officer/EEO Officer</b> <b>3162 Unionville Pike</b> <b>Hatfield, PA 19440</b></p>