



Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of Penn Care, Inc. to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

Penn Care, Inc. managers and employees will comply with state and federal equal employment laws, rules, regulations, and guidelines. This policy statement will be disseminated to all employees, various recruitment sources and will be displayed on all construction job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Persons who believe Penn Care, Inc. has discriminated against them may file a discrimination complaint with Jeannette Postlethwait. The EEO Representative has full authority to manage issues involving employment discrimination.

Point of contact to file allegations of discrimination:

Company's EEO Representative: Jeannette Postlethwait

Location: 1317 North Road Niles, OH 44446

Phone Number: 330-544-0777

E-Mail Address: Jeannette@penncare.net

State of Ohio

Affirmative Action Program

The purpose of the Affirmative Action sample is to provide an acceptable program which addresses employment and the effective utilization of economically disadvantaged persons. This program is not to impose numerical minimums or standards, however, adopting this program demonstrates a good faith effort to improve the equality of all citizens of the State of Ohio.

EEO Recruitment Strategies

Strategy: Penn Care, Inc. will make good faith effort to recruit a diverse group of employees and provide equal opportunity for minorities, women and disabled persons to become competitive in state contracting opportunities. Penn Care, Inc. will advertise positions in media outlets that will provide information and access to the underserved populations.

EEO Selection Strategies

Strategy: Penn Care, Inc. will utilize procedures, processes and techniques that are fair and do not have an adverse impact on minorities, women or disabled persons. Perspective employees will not be excluded from the hiring process due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, and veteran status.

EEO Placement / Orientation

Strategy: Penn Care, Inc. will provide newly hired employees with basic employment information during the first couple of weeks on the job. New employee position descriptions, fringe benefits information, policies, procedures and EEO are a few of the topics, which should be covered. Employees will not be denied fringe benefits and or opportunities for promotion based on race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.

EEO Performance Evaluation

Strategy: Penn Care, Inc. will evaluate the performance of their employees on an annual basis. It should provide the necessary supervisory feedback to identify areas to be improved as well as to reinforce those activities that meet or exceed standards. Performance appraisal will be evaluated without regard to race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.

EEO Training Strategies

Strategy: Penn Care Inc, will attempt to diversify workforce by utilizing training and apprenticeship programs with diverse participants. Training and apprenticeship programs can increase the number of qualified minorities, women, disabled persons and veterans available for job placement.

EEO Discipline Strategies

Strategy: Penn Care, Inc. will set clear disciplinary standards and warn of consequences for non-compliance. Discipline will be designed to rehabilitate employees who choose to correct their behavior as well as justify the termination of those who do not. The employer will not mistreat or unfairly discipline an employee based on race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.

EEO Separation Strategies / Exit Interviews

Strategy: Penn Care, Inc. will conduct exit interviews as a problem-solving tool in an attempt to reveal employee turnover. Exit interviews can provide the organization with information about how to correct the causes of discontent and reduce the costly problem of employee turnover.

EEO Monitoring Strategies

Strategy: Penn Care, Inc. will ensure Human Resources managers and supervisors understand this plan and hold managers and supervisors accountable for the effective of this plan.

Minority Business Enterprise Solicitation Strategies

Strategy: Penn Care, Inc. will make a good faith effort to solicit business from certified minority

owned businesses (MBE). Penn Care, Inc. will utilize the State of Ohio, Equal Opportunity Division's webpage to access certified MBEs. <http://das.ohio.gov/Eod/MBESearch/index.asp>