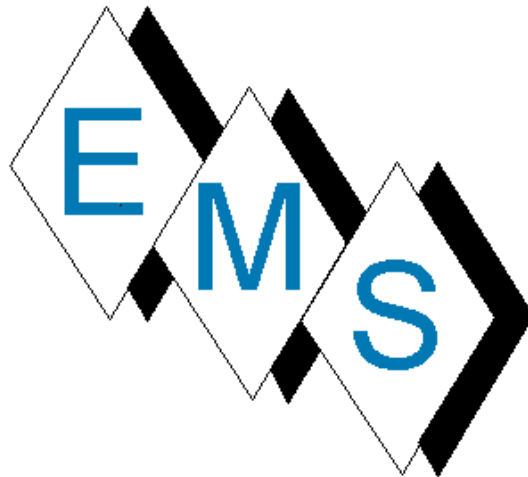


# Eastern Mechanical Services, Inc.

## Equal Opportunity Affirmative Action Plan



3 Starr Street  
Danbury, CT 06810  
203-792-7668 \* Fax 203-748-0385

## **AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy and practice of Eastern Mechanical Services, Inc., to assure that no person will be discriminated against or be denied the benefits of any activity, program or employment process receiving public funds, in whole or in part, in the areas of recruiting, advertising, hiring, upgrading, promotion, transferring, demoting, layoffs, terminations, rehiring, employment and/or rates of pay and other compensation.

It is the policy and practice of this firm not to discriminate against any individual because of the individual's race, color, age, religious creed, sex, marital status, national origin, ancestry, sexual orientation, learning disability or physical disability, including, but not limited to blindness, except where any of the above is a bona fide occupational qualification of need.

This policy and practice applies to all persons, particularly those that members of the protected classes identified as being Blacks, Hispanics, Asian Americans, American Indians, Women, and Handicapped.

This firm will implement, monitor and enforce this Affirmative Action Policy Statement and Program in conjunction with the applicable federal and state laws, regulations and executive orders listed below and also in conjunction with E.E.O. contract provisions listed below of which we intend to achieve full compliance.

1. Civil Rights Act of 1964 as amended
2. Title 23 U.S.C. 140
3. Title 49 C.F.R Part 26
4. Governor's Executive Orders #3 and #17
5. Connecticut's Fair Employment Practices Act
6. The Americans with Disabilities Act of 1990
7. Public Act No. 91-58
8. Civil Rights Act of 1991
9. Specific Equal Employment Opportunity Responsibilities
10. Required Contract Provisions Federal Aid Construction Contracts
11. A (76) Affirmative Action Requirements
12. Training Special Provisions
13. Minority Business Enterprises as Subcontractors
14. Standard Federal Equal Employment Opportunity Construction Contract Specification
15. Nondiscrimination Act

In implementing this policy and ensuring that equal opportunity is being provided to protected class members, this firm will contact and request referrals from the following minority and women's organizations, referrals sources and minority media each time a hiring opportunity occurs. All said advertising shall also emphasize that the firm is "An Equal Opportunity Employer".

<u>Name of Source</u>	<u>Address</u>	<u>Telephone</u>
Connecticut Dept. of Labor	www.cthires.com	
National Assoc. of Women in Construction	P.O. Box 280589 East Hartford, CT 06128	860-291-8917
SecureTek Solutions, LLC	111 Founders Plaza Suite 12 East Hartford, CT 06108	860-760-0313
Abbott Tech High School	21 Hayestown Ave Danbury, CT 06811	203-797-4460
Emmett O'Brien High School	141 Prindle Ave Ansonia, CT 06401	203-732-1800
Porter and Chester Institute	881 Wolcott St. Waterbury, CT 06705	475-689-3800

To substantiate the efforts made and the affirmative actions taken to provide equal opportunity, this firm will maintain and submit as requested documentation such as referral request correspondence and copies of advertisements utilized in conjunction with the above named sources; in addition, to further substantiate such efforts and affirmative action, this firm will maintain internal EEO/affirmative action audit procedures and reporting and record keeping systems.

**Maternity Leave Policy**      See attached

**Complaint Procedure**      See attached

**Sexual Harassment Policy**      See attached

As an equal opportunity employer, it is understood by me, my Equal Employment Opportunity Office and my supervisory and managerial personnel that failure to effectively implement, monitor and enforce this firm's affirmative action program and the failure to adequately document the affirmative actions taken and efforts made to recruit and hire minority and female applicants, in accordance with our affirmative action program, in each instance of hire will result in the firm being required to recommit itself to a modified and more stringent affirmative action program prior to receiving approval of such a program by the contracting agency, a prerequisite for performing services for the contracting agency.

Once a year, our affirmative action program will be updated in accordance with the current update procedures being utilized by the contracting agency. In addition, it is understood that the complete affirmative action program of this firm consists of both this affirmative action policy statement and any equal employment opportunity/affirmative action requirements contained in contracts in which we may receive.

Finally, as Chief Executive of this firm, I am personally committed to the effective implementation, monitoring, and enforcement of our affirmative action program and direct that the Equal Employment Opportunity Officer of this firm and all supervisory and managerial personnel to implement, monitor and enforce this program with the same dispatch and expertise normally applied and expected in their other job duties.

### **MATERNITY LEAVE POLICY**

The purpose of Maternity Leave is to allow a pregnant employee reasonable time off from work on the basis that she is physically incapacitated and medically disabled and unable to perform her job.

The idea that an employee can be approved for several months of paid or unpaid Maternity Leave up to the labor contract limit simply because she is pregnant or had delivered a child is a misinterpretation and simply not true. The length of time for which an employee is approved for Maternity Leave all depends on the length of time she is medically disabled and can document the disability via a medical certificate.

Public Act No. 73-647, effective October 1, 1973, modifies Section 31-126 of the General Statutes and makes it an unfair employee practice.

“(g) for an employer, by himself or his agent, (i) to terminate a woman's employment because of her pregnancy of (ii) to refuse to grant to said employee a reasonable leave of absence for disability resulting from such pregnancy or (iii) to deny to said employee, who is disable as a result of pregnancy, any compensation to which she is entitles as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by said employer. Upon signifying her intent to return, such employee shall be reinstated to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits and other service credits unless, in the case of private employer, the employer's circumstances have so changed as to make it impossible or unreasonable to do so.”

In accordance with the Statute, the following policy and procedure shall be adopted to cover the disability situations resulting from pregnancy.

“Disability” is defined as the hospital stay and any period of time prior to and subsequent to delivery certified by the attending physician as that period of time when an employee is unable to perform the requirements of her job. Obviously the period of disability will vary with the individual. Depending upon the circumstances, this certification may be reviewed by an approved State physician.

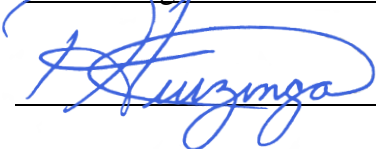
- 1) During the period of disability, sick leave shall be granted under exactly the same terms and conditions sick leave would be granted for any other disability.
- 2) Upon expiration of sick leave, the employee may request, and shall be granted, the use of vacation, personal time, and earned time.
- 3) Upon expiration of paid leave, the employee must request, and shall be granted a leave of absence without pay, position held. The total period of leave of absence without pay with position being held shall not exceed (4) months following the date of delivery. A request to continue on a leave of absence beyond this (4) month period must be in writing. If granted, the position may or may not be held for this extended period subject to the appointing authority's decision.

All requests for leave under this policy must be submitted in writing to the appointing authority, accompanied by an acceptable medical certificate. This request shall contain the following information:

- 1) The expected date of delivery.
- 2) Anticipated use of sick leave, vacation, personal leave and earned time.
- 3) Intentions of returning to work.

The rules and regulations governing the use and submission of medical certificates shall apply, except that the doctor's original medical certificate will be accepted for absence due to pregnancy disability up to four weeks after delivery. (Further absence will require additional medical certification in accordance with normal procedures.) NOTE: Nursing of a child, for example, will not be considered disability for sick leave purposes. All leaves of absence without pay in excess of five (5) consecutive working days will be subject to the approval of the Chief Administrative Officer.

Name / Title     Ted Huizinga – President

Signature          \_\_\_\_\_

Address            3 Starr Street

City, State:       Danbury, CT 06810

Telephone #      203-792-7668 x 102

## COMPLAINT PROCEDURE

The Complaint procedure will address discrimination complaints regarding race, color, age, religious creed, sex, marital status, national origin, ancestry, sexual orientation, learning disability or physical disability, including, but not limited to blindness, except where any of the above is a bona fide occupational qualifications of need. These individuals have the right to make full utilization of this Complaint Procedure without in any way jeopardizing their current or prospective employment status.

The components of the Complaint Procedure are the following:

- I. The Equal Opportunity Employment Officer will receive all written complaints of discrimination. These may be direct from the employee or upon referral from a supervisor who has received a complaint from an employee.
2. All discrimination complaints filed under this procedure will be accepted for investigation up to and including thirty (30) days after the date of the alleged discriminatory act.
3. All complaints will be recorded on the "Notice of Discrimination Complaint" form and signed by the complainant. At this time, the complainant will be counseled as to the other avenues openly available to him or her; i.e., the complaint procedure of the Commission on Human Rights and Opportunities and/or the Connecticut Department of Transportation Office of Contract Compliance.
4. The Office of Contract Compliance and the Transportation Commissioner will be notified simultaneously of all complaints and of the complaint's ultimate resolution.
5. All complaints will be investigated and processed by the Company's Equal Employment Opportunity Officer, Ted Huizinga, President, within thirty (30) days after their receipt.
6. The complainant will be notified, in writing, by the Equal Employment Opportunity Officer regarding the results of the investigation and the final disposition of the complaint, including any proposed remedial action.
7. Should the complainant disagree with the Equal Opportunity Employment Officer's decision, he or she can still avail himself or herself of any, or all, of the other avenues previously explained (see number 3).
8. In the event of a complaint against the Equal Opportunity Employment Officer, complainants will be advised to utilize the Commission on Human Rights and Opportunities complaint procedure.
9. The Equal Employment Opportunity Officer will take the necessary steps to ensure the confidentiality of all Title VII complaint records and or any counseling done in the course of the complaint process.

Name / Title     Ted Huizinga – President

Signature         

Address           3 Starr Street

City, State, Zip Danbury, CT 06810

Telephone #     203-792-7668 x102

## SEXUAL HARASSMENT POLICY

It is the established policy of Eastern Mechanical Services, Inc., to ensure equal employment opportunity and to prevent discrimination in all practices. Sexual Harassment is a type of sex discrimination. It is prohibited by Title VII of the Civil Rights Act, as amended, and by Connecticut General Statute 45a 60 {a} (8) as a Discriminatory Employment Practice.

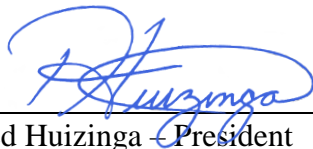
Sexual Harassment is defined as: "any unwelcome sexual advances or requests for sexual favors or any conduct of sexual nature when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating and intimidating, hostile, or offensive working environment." In addition, sexual harassment can include crude or offensive language or jokes of sexual nature.

Sexual Harassment will not be tolerated by Eastern Mechanical Services, Inc. and will be grounds for disciplinary action. Complaints of sexual harassment will be processed by our Equal Employment Opportunity Officer through the established Affirmative Action Compliant Procedure.

It is not Eastern Mechanical Services, Inc., intention to regulate social relationships that are freely entered into by employees. However, it is our affirmative duty to develop and maintain a work place free of sexual harassment and intimidation. We expect the full support and cooperation of every employee to achieve this goal.

If you feel you have been discriminated against, contact:

Ted Huizinga - President  
Eastern Mechanical Services, Inc.  
3 Starr Street  
Danbury, CT 06810  
Phone 203-792-7668 x 102  
Fax 203-748-0385  
Email – Ted@emsinc.us



9/28/21

Ted Huizinga - President

Date