



— MECHANICAL CONTRACTORS —

July 17, 2023

Purpose and Scope:

The purpose of the provisions in this part is to set forth the interpretations and guidelines of the Office of Federal Contract Compliance Programs regarding the implementation of Executive Order 11246, as amended for the promotion and insuring of equal opportunities for all persons employed or seeking employment with government contractors, subcontractors, or with contractors and subcontractors performing under federally assisted construction contracts, without regard to sex, and Apollo's internal policies.

Equal Opportunity Employment/Affirmative Action

As an Affirmative Action, Equal Opportunity Employer, Apollo Mechanical Contractors "Apollo" ensures that no applicant for employment or employee of Apollo is denied equal opportunity because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability (mental or physical), genetic information, veteran status, or any other characteristic of his or her relatives, friends, or associates.

Violations of this policy will not be tolerated. Apollo will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

Any Apollo employee or applicant who believes they have been subjected to discrimination or retaliation should contact Apollo's Human Resource Department at 509-579-4874 or HR@apollomech.com.

For a copy of the full Affirmative Action plan please send a request to HR at HR@apollomech.com.

Recruiting and Advertising:

- a) Employers engaged in recruiting activity must recruit employees of both sexes for all jobs.
- b) Advertisements in newspapers and other media for employment must not express a sex preference unless gender is a bona fide occupation qualification for the job.
- c) The employer must not make any distinction based upon sex in employment opportunities, wages, hours, or other conditions of employment.
- d) The employer's policies and practices must ensure appropriate physical facilities to both sexes.

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- e) Employees shall not be penalized in their conditions of employment because they require time away from work due to childbearing. Apollo follows all state and federal laws related to parental leave and prohibits any form of discrimination due to protected leave.

Non-Discrimination and Anti-Harassment

Apollo Mechanical Contractors “Apollo” is committed to maintaining a workplace free of discrimination, harassment, and retaliation. Everyone has a right to work in a professional atmosphere that promotes dignity and respect. Apollo will not tolerate discrimination, harassment, or retaliation of any kind based on any protected characteristic.

DISCRIMINATION

It is a violation of Apollo’s policy to discriminate against anyone based on race, color, national origin, sex (including pregnancy, gender identity, and sexual orientation), religion, disability, age (age 40 or older), genetic information, or any characteristic of his or her relatives, friends, or associates.

SEXUAL HARASSMENT

Sexual harassment is strictly prohibited and will not be tolerated. Employees are prohibited from harassing others both on and off the employer premises and during or outside of work hours.

Sexual harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of an individual’s employment.
- Is used as a basis for an employment decision and could affect such individuals.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive working environment.

Sexual harassment can be physical and psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Though sexual harassment encompasses a wide range of conduct, some examples of prohibited conduct include the following:

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- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse, or assault.

Review and Procedure:

Annually, the EEO Coordinator will review and analyze the effectiveness of the affirmative action program.

Sincerely,
Lindsey Peonio
EEO Coordinator/Human Resource Director