

the righter co., inc.

CONSTRUCTION SERVICES

2424 HARRISON RD. COLUMBUS, OHIO 43204-3508
(614) 272-9700
FAX (614) 274-3325

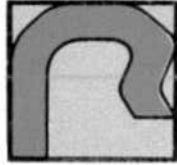
EQUAL EMPLOYMENT OPPORTUNITY POLICY

The employment policies and practices of The Righter Company, Inc., are to hire qualified employees without regard to race, color, age, disability, military status (past or present), sex, pregnancy, religion, national origin, or ancestry. Decisions regarding compensation and opportunities for advancement, including upgrading, promotion, and transfer, will be made based upon merit and without reference to an employee's race, color, age, disability, military status (past or present), sex, pregnancy, religion, national origin, or ancestry. The Righter Company does not discriminate on the basis of race, color, age, disability, military status, sex, pregnancy, religion, national origin, or ancestry with regard to any terms, conditions, or privileges of employment.

When hiring employees directly, it is the policy of the company to give equal consideration to applicants without regard to race, color, age, disability, military status (past or present), sex, pregnancy, religion, national origin, or ancestry. It is the policy of our company not to question a job applicant concerning race, color, age, disability, military status (past or present), sex, pregnancy, religion, national origin, or ancestry.

Our company further recognizes that the effective application of a policy of merit employment involves more than just a policy of statement and will, therefore, undertake a program of affirmative action to make known that equal employment opportunities are available on the basis of individual merit and to encourage all persons to seek employment with out company and to strive for advancement on this basis.

Our company, therefore, subscribes to the following Affirmative Action Policy to assure compliance with Executive Order 11246 and to re-affirm its continued commitment to a program of equal opportunity and merit employment policies.



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AFFIRMATIVE ACTION POLICY

COMPANY POLICY

Our company provides opportunity for employment to all qualified persons and to prohibit discrimination because of race, color, sex, pregnancy, religion, age, disability, military status (past or present), national origin, or ancestry.

ASSIGNMENT OF EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

Our company has appointed an Equal Opportunity Policy Officer with the responsibility of implementing our affirmative action program. This official will coordinate efforts of department heads to advise and assist top management. The Equal Employment Opportunity Officer is:

Bradley R. Nadolson
2424 Harrison Road
Columbus, Ohio 43204
614.272.9700

RECRUITMENT

Our company, when hiring on project or office site, will hire qualified applicants who apply for the job, without regard to race, color, sex, pregnancy, religion, age, disability, military status (past or present), national origin, or ancestry. We shall also encourage our current employees to refer to us qualified minority group employees. Any advertisement for qualified personnel shall contain the notation "An Equal Opportunity Employer," and shall be inserted in newspapers having a large general circulation in the area and among minority groups.

EMPLOYMENT PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA)

Title I of the Americans With Disabilities Act prohibits discrimination in any terms of conditions of employment for qualified individuals with a disability.

The Americans With Disabilities Act requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations.

Further, it requires management to reasonably accommodate individuals with disabilities when necessary.

To comply with the employment provisions of the American With Disabilities Act, The Righter Company, Inc., will:

- identify the essential functions of a job;
- determine whether a person with a disability, with or without accommodation, is qualified to perform the duties; and,
- determine whether a reasonable accommodation can be made for a qualified individual.

Equal Employment Opportunity is

THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 693-0101, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact immediately:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Sections 501, 504 and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

Know Your Rights



G. Michael Payton
Executive Director

Jeanine P. Donaldson
Chair

Summary Provisions of the OHIO FAIR EMPLOYMENT PRACTICES LAW

(For complete text see sections 4112.01 to 4112.11 and Section 4112.99 of the Ohio Revised Code)

IT IS UNLAWFUL:

- ❑ For EMPLOYERS to deny equal opportunity in hiring, tenure, terms, conditions or privileges of employment;
- ❑ For LABOR UNIONS to deny admission, limit or classify members;
- ❑ For EMPLOYMENT AGENCIES to refuse or fail to accept, register, classify properly or refer for employment;

...on the basis of race, color, religion, sex, national origin, disability, ancestry or age.

FURTHER, it is an unlawful discriminatory practice, prior to employment or admission to union membership, to request any information or keep records, print or publish notices or advertisement which indicate a person's race, color, religion, sex, national origin, disability, ancestry or age.

THIS LAW APPLIES TO:

- ◆ Employers of four or more persons, including the State or any political subdivision thereof;
- ◆ Employment agencies operating with or without compensation;
- ◆ All employers, labor organizations or joint labor management committees controlling apprentice training programs;
- ◆ Any person who obstructs or hinders compliance with this act.
- ◆ Any person or person claiming to be aggrieved or having knowledge of alleged discrimination or the Ohio Civil Rights Commission on its own initiative may utilize this law by filing a charge affidavit.

For additional information, please contact your closest regional office of The Ohio Civil Rights Commission.



Akron Regional Office
Akron Government Center
Suite 205
161 S. High Street
Akron, Ohio 44308
330-643-3100 (voice/TTY)

Columbus Regional Office
1111 E. Broad Street,
Suite 301
Columbus, Ohio 43205
614-466-5928 (Voice/TTY)

Cincinnati Regional Office
Corporate Tower
7162 Reading Road,
Suite 1001
Cincinnati, Ohio 45237
513-852-3344 (Voice/TTY)

Dayton Regional Office
40 W. 4th Center,
Suite 1900
Dayton, Ohio 43202-1831
937-285-6500 (Voice/TTY)

Cleveland Regional Office
Frank J. Lausche Building
Suite 885
615 West Superior Avenue
Cleveland, Ohio 44113
216-787-3150 (Voice/TTY)

Toledo Regional Office
Room 936
One Government Center
Jackson and Erie Streets
Toledo, Ohio 43604
419-245-2900 (Voice/TTY)

The Ohio Civil Rights Commission (OCRC) receives and investigates charges of discrimination in employment, housing, public accommodation, credit and disability in higher education on the bases of race, color, religion, sex, national origin, disability, age, ancestry or familial status.

For more information, contact us:
Toll Free 1-888-278-7101
crc.ohio.gov

The Ohio Civil Rights Commission
Central Office
1111 E. Broad Street, 3rd Floor
Columbus, Ohio 43205
614-466-2785 (Voice)
614-466-9353 (TTY)

This Employer Participates in E-Verify

E-Verify™



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or

citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Employment Verification.  Done.

For more information on E-Verify, please contact DHS at:

1-888-464-4218



E-VERIFY IS A SERVICE OF DHS AND SSA

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

No employer can deny you a job or fire you because of your national origin.

Unless mandated by law or government contract, employers cannot require you to be a U.S. Citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688. TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525

Or write to:
U.S. Department of Justice
Office of Special Counsel - NYA
950 Pennsylvania Ave., N.W.
Washington, DC 20530

**U.S. Department of Justice
Civil Rights Division**

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices

