



Equal Employment Opportunity and Affirmative Action

To: All Employees and Applicants

Date: December 1, 2018

It is the ongoing policy and practice of Lerch Bates to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of race, color, national origin, sex, sexual orientation, gender expression, religion, age, or protected veteran status.

The policy of equal employment opportunity (EEO) shall apply to all terms, conditions and privileges of employment, including but not limited to: hiring, testing, training and development, promotion, transfer, compensation, benefits, educational assistance, termination, layoffs, social and recreational programs and retirement. Lerch Bates is committed to making employment decisions based on valid requirements, without regard to race, color, national origin, sex, sexual orientation, gender expression, religion, age, disability or protected veteran status. Lerch Bates will analyze its personnel actions rigorously to ensure compliance with this policy.

Additionally, Lerch Bates will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Lerch Bates' EEO Coordinator is Regina Crowell, VP of Human Resources, Lerch Bates, Inc. She is responsible for compliance with State and Federal EEO laws and affirmative action regulations. She is also responsible for implementing Lerch Bates' Affirmative Action Plan (AAP) including equal employment practices, monitoring, and internal reporting. If you believe you have not been treated in accordance with this policy, please contact her at the Global Support Center, 9780 S. Meridian Blvd., Suite 450, Englewood, CO 80112, phone number 303.795.7956.

Our AAP for Veterans and the Disabled is available to you in her office during regular office hours or by appointment. All employees and applicants for employment are protected, by both company policy and equal employment opportunity/affirmative action regulations and laws from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation.

I personally endorse the policy of equal employment opportunity. I ask for your continued assistance and support in maintaining an environment that reflects Lerch Bates' commitment to equal employment opportunity and affirmative action. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy.

Bart Stephan, President & CEO