



16871 Canby Avenue • P.O. Box 8 • Faribault, MN 55021-0008 • Phone (507) 333.2677 • Facsimile (507) 333.3901

EQUAL EMPLOYMENT OPPORTUNITY POLICY

This is to affirm Interstate Improvement, Inc's. policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action (EEO/AA) laws, directives and regulations of Federal, State, and Local governing bodies or agencies thereof.

Interstate Improvement, Inc. will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, marital status, protected veteran status, membership or activity in local human rights commission, or status with regard to public assistance.

Interstate Improvement, Inc. will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities and qualified disabled veterans. **Interstate Improvement encourages the recruitment of women and minorities.**

Interstate Improvement, Inc. will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. In addition, all employees and subcontractors are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

Interstate Improvement, Inc. has designated Rachel Smith to manage the Equal Employment Opportunity Program. Her responsibilities as EEO Officer will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State and Local agencies. The President/CEO of Interstate Improvement, Inc. will receive and review reports on the progress of the program. Any employee or applicant may inspect our Affirmative Action Program during normal business hours by contacting the EEO Officer.

If any employee or applicant for employment believes he or she has been treated in a way that violates this policy, they should contact either Rachel Smith at 16871 Canby Avenue/ PO Box 8 Faribault, MN 55021, or (507) 333-2677 or any other representative of management. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible, and we will take appropriate action in response to these investigations.

A handwritten signature in blue ink, appearing to read "Sam Gramling".

Samuel Gramling, President/CEO

A handwritten signature in blue ink, appearing to read "Rachel Smith".

Rachel Smith, EEO Officer

January 01, 2020
Date