

SOUTHERN MECHANICAL CONTRACTORS AFFIRMATIVE ACTION PROGRAM POLICY

Southern Mechanical Contractors assures Equal Employment opportunity in all its policies regarding recruiting, hiring, transfers, promotion, compensations, benefits, training and layoff and recall practices.

These activities will be administered without regard to race, color, creed, religion, ancestry, national origin, age, handicap, sex or marital status. Southern Mechanical Contractors will give full consideration to the employment of disabled or handicapped persons on work they are qualified to do.

Our company believes that special measures are required to prevent discrimination within the organization. We pledge ourselves to a determined and sustained effort in support of this belief and the policies outlined in this Affirmative Action Program.

Southern Mechanical Contractors encourages initiative and leadership by individuals as the best means to ensure success of the program. We want to meet this challenge in a positive and constructive spirit. Violations of this Affirmative Action Program will be met with appropriate action.

Southern Mechanical Contractors will work cooperatively with and seek the assistance of appropriate minority groups and agencies, government agencies, civic organizations, study groups and its suppliers.

It is the responsibility of each member of management, from the President to the first line supervisor, to give this non-discrimination policy full support through inspirational leadership and personal example. In addition, it is the duty of every employee of this company to create a job environment atmosphere that is conducive to our non-discrimination policies.

Overall company responsibility for the direction of Equal Opportunity policy, programs and practices have been assigned to James M. Lemon who will serve as Company Director of EEO.

The following constitutes the basic concepts of the Affirmative Action Plan in regards to employment policies and practices at Southern Mechanical Contractors.

RECRUITMENT

The company will consider all qualified minority group applicants for all job categories.

All schools, colleges, employment offices and other recruiting sources used by the Company will be advised in writing of this policy and will be urged to refer qualified minority group applicants and women. All solicitation advertisements will state that the Company is an Equal Employment Opportunity Employer. Appropriate employment advertisements, as needs arise, will be placed in newspapers which are read by minority groups and women; such advertisements will state that the Company is an Equal Employment Opportunity Employer. Further, the Company will request appropriate minority group and women's organizations to assist in making known the Company's policy and will advise such groups of available employment opportunities. When the need for skilled applicants arises and the Company determines to recruit at schools and educational institutions, schools having large minority and female enrollments will be included in the recruiting schedule.

The Company will not discriminate on the basis of sex in any job category.

PLACEMENTS AND PROMOTIONS

The Company will review job classifications where few minority person or women are presently employed and seek to determine the cause for such deficiency. Affirmative commitments will be undertaken to remedy the under utilization of minority or female employees in any of these job classifications. Placement, promotion and transfer activities at all levels will be monitored to assure that full consideration, as required by Company policy, has been given to all qualified minority and female employees.

TRAINING

On-the-job training programs, as well as other training and educational programs to which the Company gives support or sponsorship, will be regularly reviewed to assure that minority groups and female candidates, as well as all other employees, are given equal opportunity to participate. The Company will take affirmative steps to ensure that all training programs are accessible to qualified female employees.

Appropriate steps will be taken to give active encouragement to minority group employees to increase their skills and job potential through participation in available training and educational programs. The Company will seek the inclusion of qualified minority group members in any apprenticeship program in which the Company participates.

LAYOFFS, TERMINATIONS AND DOWNGRADING

Layoffs, termination, downgrading and recalls from layoffs will be made without regard to race, color, creed, religion, ancestry, national origin, age, handicap, sex or marital status and full consideration will be given to the employment of the disabled or handicapped persons on work thy are qualified to do.

EMPLOYMENT BENEFITS & COMPENSATION

There will be no disparity in the compensation received by minority group employees and other employees for performing equivalent duties, and opportunities for performing overtime work or otherwise earning increased compensation will be afforded without discrimination to any employees. No disparity as to compensation received by male or female employees will be tolerated.

GOALS & TIMETABLES

The Company will establish goals designed to alleviate any under utilization of minorities and women. Timetables will be established prescribing when these goals should be met. The Company will employ in good faith and make a reasonable effort to fulfill its goals and meet its timetables.

PROGRESS REPORTING

The Company's books reflecting its progress under this plan and records will be available for inspection at any time to appropriate Government representatives. The Company will furnish information as may be required to comply with the applicable orders and regulations.

ASSURING AGAINST SEGREGATED FACILITIES

The Company shall not maintain or tolerate facilities that are segregated on the basis of race, color, creed, religion, ancestry, national origin, age, handicap, sex or marital status. The Company shall give full consideration to providing facilities for the employment of disabled or handicapped persons on work they are qualified to do.