



Electrical Excellence Since 1921

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TO ALL EMPLOYEES:

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Berwick Electric Co. is an Equal Employment Opportunity (EEO) Employer. We take our EEO obligations very seriously and will not tolerate unlawful harassment or discrimination. It is the policy of Berwick Electric Co. to provide equal employment opportunity to all qualified individuals without regard to race, color, sex, religion, national origin, status as a qualified individual with a disability, age, sexual orientation, gender identity, genetic information, veteran status or any other status protected by state or local laws, in all personnel actions, including, but not limited to, recruitment, hiring, training, promotion, compensation, evaluation, discipline, and termination. Moreover, Berwick Electric Co. will ensure that all personnel actions are administered without regard to protected status, including protected veteran status, and status as a qualified individual with a disability, and we will ensure that all employment decisions are based only on valid job requirements.

Furthermore, this Company complies fully with its obligations under governing laws and regulations to provide affirmative action for qualified women, minorities, protected veterans, and qualified individuals with disabilities. Our Company's President, Doug Berwick, fully supports the EEO and affirmative action goals described in this Policy, and this Company will maintain an audit and reporting system to measure our performance. Overall responsibility for implementing the affirmative action activities described in this Policy lies with Ms. Ellie Capek.

No employee or applicant will be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may engage in, any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the VEVRAA, or any other federal, state or local law requiring affirmative action or equal opportunity for protected veterans, qualified individuals with disabilities, women, or minorities; (3) opposing any act or practice made unlawful by VEVRAA, or its implementing regulations, or any other federal, state or local law requiring equal opportunity or affirmative action for protected veterans, qualified individuals with disabilities, women or minorities; or, (4) exercising any other right protected by VEVRAA, its implementing regulations, or any other federal, state or local law requiring affirmative action or equal employment opportunity.

We ask your cooperation and assistance in our affirmative action efforts in recruiting, hiring and promoting qualified veterans, minorities, women, and qualified individuals with disabilities. In this regard, if you know individuals who might be interested in, and qualified to work for, Berwick Electric Co., we encourage you to refer them. All applicants will be considered on their qualifications, and it is this Company's policy and practice to hire the best-qualified applicants.

All applicants and employees are entitled to equal employment opportunity. If any applicant or employee believes that he or she has suffered discrimination by anyone in this Company, those concerns should be reported to your immediate supervisor, or to Doug Berwick, President, at (719) 389-1545. All allegations of discrimination will be investigated promptly, without any retaliation against the individual who reports them.

DATE: May 1, 2019

DOUGLAS L. BERWICK, PRESIDENT

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SERVICE CONTRACT DESIGN/BUILD RESIDENTIAL POWER QUALITY
 INFRARED SCANNING VOICE/DATA/VIDEO INDUSTRIAL