Equal Employment Opportunity has been and continues to be both policy and practice at Jack Dykstra Excavating Inc. Our policy of Equal Employment Opportunity is to:

1. Recruit, hire, train and promote persons in all job classifications without regard to race color, religion, national origin, sex, age, handicap, weight, height, marital status or any other protected status.
2. Base decisions on employment so as to further the principals of Equal Employment Opportunity.
3. Ensure that promotion decisions are in accord with principals of Equal Employment Opportunity.
4. Ensure that all personnel actions such compensation, benefits, transfers, layoffs, return from layoff, and any social or recreational programs, will be administrated in accordance with the principals of Equal Employment Opportunity.

It is also Jack Dykstra Excavating Inc’s policy that any form of harassment on the basis of race, color, religion, national origin, sex, age, weight, height, marital status or handicap will not be tolerated in the workplace. Included within this prohibition are unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where there is an attempt to make submission to such conduct a term or condition of an individual’s employment; or the submission or rejection of such conduct or used as a basis for employment related decisions; or such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Any incidents of discrimination or harassment should be immediately reported, in confidence, to your supervisor, the company Equal Employment Officer, or any other member of management. Every effort will be made to promptly investigate all allegations of discrimination and/or harassment in as confidential a manner as possible and take appropriate corrective action if warranted.

Any employee who is determined, after investigation, to have engaged in discrimination and/or sexual harassment in violation of this policy will be subject to disciplinary action, up to and including discharge.

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Jack R. Dykstra, President