

D. Human Resource Policies		
2.0 EMPLOYEE RELATIONS		Policy Number: D.2.10
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		Effective: 12/1/1993
		Revised: 4/1/2020 – No Changes
Purpose: To establish Amsted's requirements for complying with equal employment practices.		

I. Equal Employment Practices

A. Policy Requirement

The Vice President-People shall establish appropriate requirements to comply with equal employment practices.

B. Policy/Procedure Content Requirements:


1. All terms, conditions, and privileges of employment at Amsted will be administered in a manner which does not discriminate on the basis of race, color, national origin, citizenship status, religion, age, sex, sexual orientation, mental or physical disability, pregnancy, genetic information, status as a disabled veteran, or status as a Vietnam-era veteran, or any other basis protected by law. Amsted will continue previously adopted fair employment practices to the extent that the orderly operation of its business permits. The company will cooperate with public and private agencies whose programs are designated to channel protected groups including those indicated above into productive jobs.
2. Each Amsted location will develop a written compliance program and will post in a conspicuous place available to employees and applicants for employment all notices required by applicable Federal and State laws. Each Amsted location will also post and maintain the following statement of policy in such a place.

“Amsted Industries will provide equal employment opportunity in all of its operations and in all areas of employment to assure that there will be no discrimination against any employee or applicant for employment on the basis of race, color, national origin, citizenship status, religion, age, sex, sexual orientation, mental or physical disability, pregnancy, genetic information, status as a disabled veteran, or status as a Vietnam-era veteran, or any other basis protected by law.

The policy extends to recruiting, hiring, training, compensation, overtime, job classification and assignment, working conditions, promotions, transfers, employee treatment and all other terms, conditions and privileges of employment.

Failure to comply with this policy will be brought to the attention of management for appropriate action.”

3. Each Amsted location will post annually a statement to all of its supervisory personnel emphasizing the importance of its non-discrimination employment policy and advising them that they will be held accountable for the effectiveness of such policy and directing them to take all necessary steps to fully implement the policy in all areas and levels of the company's operations
4. Equal employment opportunity will continue to be discussed at appropriate management and supervisory meetings, in order to gain thorough understanding and full implementation of the program.

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It is best practice to adhere to the following protocols. It is mandatory if you are a government contractor.

5. Each entity will classify the jobs at each location into major categories and will (a) analyze each category to determine if full utilization is being made of employees within the protected groups; (b) maintain records of job movements including transfers, promotions, demotions, etc., and this information will be analyzed periodically to determine what plans should be initiated to implement the promotion of employees within the protected groups; (c) give special attention to jobs in the following categories: Executive/Senior Officials & Managers, First/Middle Officials & Managers, Professionals, Technicians, Sales Workers, Administrative Support, Craft Workers, Operatives, Laborers & Helpers and Service Workers. The objective of the analyses will be the detection of deficiencies, if any, in the utilization of employees within the protected groups and the subsequent correction of any such deficiencies through the establishment of goals and time-tables in the areas of recruiting, training and promotion of persons in the protected groups.
6. Each entity as may be necessary will institute and strengthen on a continuing basis "on-the-job training" for employees within the protected groups for jobs in all areas and all levels of its operations. Upon satisfactory completion of such training, participating employees will be given the same equal opportunity afforded all employees to be promoted upon the occurrence of vacancies for which they are qualified.
7. At each Amsted location records of all job applications will be maintained and analyzed as required by law to assure that applicants within the protected groups are given equal employment opportunity
8. As part of Amsted's recruitment program and as a means of securing applicants needed from outside the company to fill job vacancies, the company will publicize job vacancies by notifying organizations, schools, and institutions utilized by persons within the protected groups at each location. These sources will be informed of the company's non-discriminatory employment policy for recruiting, hiring, training and promoting employees. Employment openings will be advertised in newspapers and other publications generally utilized by persons within the protected groups.
9. Amsted's Human Resources Department or Law Department will answer questions about this policy and will assist in its implementation.