

Corporate Affirmative Action Plan Statement



Engineering
Planning
Project Management
Land Surveying
Environmental Science

It is the policy and practice of CME Associates, Inc. to assure that no person will be discriminated against or be denied the benefits of any activity, program or employment process receiving public funds, in whole or in part, in the areas of recruiting, advertising, hiring, upgrading, promoting, transferring, demotion, layoffs, terminations, rehiring, employment and/or rates of pay and other compensations.

It is the policy and practice of CME not to discriminate against any individual because of the individual's race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, sexual orientation, gender identity or expression, learning disability or physical disability, including, but not limited to blindness except where any of the above is a bona fide occupational qualification or need. This policy and practice applies to all persons, particularly those that are members of the protected classes identified as being Blacks, Hispanics, Asian Americans, American Indians, Women and Handicapped.

CME will implement, monitor and enforce this Affirmative Action Policy Statement and Program in conjunction with the applicable federal and state laws, regulations and executive orders and in conjunction with the EEO contract provisions including, but not limited to:

- 1) Civil Rights Act of 1964, as amended
- 2) Equal Pay Act of 1963
- 3) Age Discrimination in Employment Act of 1967
- 4) The Americans with Disability Act of 1990
- 5) Civil Rights Act of 1991
- 6) Section 501 and 505 of the Rehabilitation Act of 1973
- 7) Genetic Information Nondiscrimination Act of 2008
- 8) Equal Employment Opportunity Act of 1972
- 9) Family and Medical Leave Act of 1993
- 10) Presidential Executive Order 11246 as amended
- 11) Title 23 U.S.C. 140
- 12) Public Acts No. 91-58; 92-85; 11-55
- 13) Connecticut General Statutes §40a-60(a)(1) and §40a-60a(a)(1), as amended
- 14) State of Connecticut Executive Orders No. 3 and No. 17
- 15) Connecticut Fair Employment Practices Act
- 16) State of Massachusetts Executive Order 478
- 17) Use of Minority/Disadvantaged Business Enterprises as Subcontractors



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In implementing this policy and ensuring that equal opportunity is being provided to protected class members, CME will contact and request referrals from the minority and women organizations, referral sources and minority media each time a hiring opportunity occurs. All said advertising shall also emphasize that the firm is An Equal Opportunity Employer. Sources utilized include, but are not limited to:

- Northeast NewsToday Inc. (formerly known as Northeast Minority News Publication),
3580 Main Street, Hartford, CT 06120
- UCONN Office of Diversity and Inclusion
2100 Hillside Road, Unit 1041, Storrs, CT 06269-1041
- CT Job Central
Formerly Connecticut Department of Labor; Direct Employers Association, Inc.
9002 N. Purdue Road; Quad III Suite 100; Indianapolis, IN 46268; 866-268-6206
<http://www.cthires.com>
- Society of Women Engineers Region F
<http://www.swe.org>
Connecticut Section; PO Box 1053; New Canaan, CT 06840-1053

To substantiate the efforts made and the affirmative actions taken to provide equal opportunity, CME will maintain and submit, as requested, documentation such as referral request correspondence and copies of advertisements utilized in conjunction with the above named sources. In addition, to further substantiate such efforts and affirmative actions, CME will maintain internal EEO/Affirmative Action audit procedures and reporting and record keeping systems.

Complaint Resolution Procedures

CME is committed to providing the opportunity for any protected group member to voice and resolve any alleged infringement of Equal Opportunity or Affirmative Action rights that are assured through state or federal laws, executive orders and/or guidelines. This Complaint Resolution Procedure, adopted as Corporate Policy by CME, addresses discrimination complaints from both current and prospective employees. These individuals have the right to make full utilization of this Complaint Procedure without in any way jeopardizing their current or prospective employment status. Accordingly, CME has established a uniform grievance procedure that is known as the Resolution Process.

The Resolution Process may be used for allegations of adverse impact, maltreatment or harassment based on race, color, national origin, ancestry, sex, sexual orientation, disability or status as a Vietnam Era Veteran; allegations of failure to make reasonable accommodation for a person's disability; and/or any and all other issues arising from relevant laws and related to this Plan.

A person who chooses to use the Resolution Process is not precluded from filing a complaint or grievance with any other appropriate agencies or authorities. Anyone using the Resolution Process shall be informed that any discovered information that could constitute a violation of anti-discrimination laws should be referred to the Equal Employment Opportunity Commission ("EEOC"), the Connecticut Commission on Human Rights and Opportunities ("CHRO"), the

Massachusetts Commission Against Discrimination (“MCAD”), and/or other appropriate state or federal authority.

Title VII is an anti-discrimination law based on the Civil Rights Act of 1964, as amended, that prohibits discrimination in employment on the basis of race, color, sex/gender, age, religion, creed, disability, Vietnam era veteran’s status and disabled veterans, and national origin. Title VII was designed as a broad remedial measure, rather than a punitive statute, to seek to remedy discrimination through conciliation and cooperation. For more information about discriminatory practices under Title VII refer to: <http://www.eeoc.gov/eeoc/>

A charge must be filed with EEOC within 180 days from the date of the alleged violation in order to protect the charging party’s rights. The 180-day filing deadline may be extended to 300 days if the charge is also covered by a state or local anti-discrimination law. For more information contact the EEOC at <http://www.eeoc.gov/employees/timeliness.cfm>

Complaints must generally be filed with CHRO within 180 days of the date of the alleged act of discrimination or within 180 days of the date that you became aware of the act. More information is available by visiting <http://www.ct.gov/chro>

The Equal Employment Opportunity Officer is responsible for implementing and monitoring CME’s Resolution Process. While doing so, the Officer makes and preserves records of complaints, and ensures that applicable laws, regulations and rules concerning confidentiality and privacy are respected. The Resolution Process shall be made available to all employees on the company intranet site.

The Process:

CME has informal and formal procedures for employees who believe they have experienced or are experiencing unlawful discrimination or harassment. CME takes all allegations of unlawful discrimination and harassment seriously and will move swiftly to respond to them. A complaint should be filed within 180 calendar days of the incident(s) giving rise to the complaint.

The Informal Process

CME’s informal process is one option available to employees to resolve complaints. The initial step in the process is reporting the behavior as soon as possible. While some situations may be appropriately resolved through informal means, others may require immediate action and will be resolved only through the formal process.

Step 1: Employees should speak to the Equal Employment Opportunity Officer, Kasey Silva, located at our East Hartford office (ext. 1132). Should they prefer to do so employees may also talk with the Human Resources Manager, Peggy Moulton located in the East Hartford office (ext. 1141).

Step 2: The Equal Employment Opportunity Officer shall make every effort to resolve the matter informally. For example, informal resolution may take the form of meetings with the employee bringing the complaint, with the person against whom the complaint is brought; and with other parties, as appropriate, or some other mutually agreeable course of action to resolve the complaint.

Step 3: Should the matter not be resolved to the satisfaction of the employee bringing the complaint within sixty days, the employee may request that a formal investigation be initiated. If more time for discovery is needed, CME may extend the time provided.

The Formal Process

CME's formal process is another option available to employees to resolve complaints.

Step I - Complaint Intake, one week

The Complainant contacts the Equal Employment opportunity officer that s/he has a grievance. The equal employment opportunity officer conducts an intake interview. The Complainant is informed s/he may wish to pursue other avenues of recourse (e.g. EEOC, CHRO, other resources). Complainant and equal employment opportunity officer agree to try to achieve a resolution within four weeks. At the end of the interview the equal employment opportunity officer assists the Complainant in submitting a written summary of the complaint, including a statement of desired relief. Equal employment opportunity officer then logs the complaint.

Step II – Investigation, four weeks

The equal employment opportunity officer conducts an informal investigation and negotiates with the Complainant and other relevant parties in an attempt to achieve resolution. The equal employment opportunity officer develops resolution options. Within four weeks the equal employment opportunity officer and Complainant meet to discuss the status of the complaint.

Step III – Resolution, six weeks

The equal employment opportunity officer may devise resolution options to present to the Complainant. At the end of six weeks (or sooner) the equal employment opportunity officer and the Complainant meet to present the recommended actions. The final decision shall be in writing and include a statement of reasons for the decision, including a determination of each issue of fact of law necessary to the decision.

In the event of a complaint against the Equal Employment Opportunity Officer, complainants are advised to initiate their complaint with the Human Resources Coordinator or utilize the Commission on Human Rights and Opportunities complaint procedure.

The Equal Employment Opportunity Officer will take the necessary steps to ensure the confidentiality of all Title VII complaint records and of any counseling done in the course of the complaint procedure.

ADDITIONAL POLICIES

Maternity Leave Policy

The purpose of Maternity Leave is to allow a pregnant employee reasonable time off from work on the basis that she is physically incapacitated and medically disabled and unable to perform her job. The length of time for which the employee is approved for Maternity Leave depends upon the length of time she is medically disabled and can document the disability via a medical certificate.

Public Act No. 73-647, effective October 1, 1973, modifies Section 31-126 of the General Statutes and makes it an unfair employment practice:

(g) for an employer, by himself or his agent, (i) to terminate a woman's employment because of her pregnancy, or (ii) to refuse to grant to said employee a reasonable leave of absence for disability resulting from such pregnancy, or (iii) to deny to said employee, who is disabled as a result of pregnancy, any compensation to which she is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by said employer. Upon signifying her intent to return, such employee shall be reinstated to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits and other service credits unless, in the case of a private employer, the employers circumstances have so changed as to make it impossible or unreasonable to do so.

In accordance with this statute, the following policy and procedure shall be adopted to cover the disability situations resulting from pregnancy:

Disability is defined as the hospital stay and any period of time prior to and subsequent to delivery certified by the attending physician as that period of time when an employee is unable to perform the requirements of her job. Obviously, the period of disability will vary with the individual. Depending upon the circumstances, this certification may be reviewed by an approved State physician.

- 1) During the period of disability, sick leave shall be granted under exactly the same terms and conditions sick leave would be granted for any other disability.
- 2) Upon expiration of sick leave, the employee may request, and shall be granted, the use of vacation, personal time and earned time.
- 3) Upon expiration of paid leave, the employee may request, and shall be granted, a leave of absence without pay, position held. The total period of leave of absence shall not exceed 2 months following the date of delivery. A request to continue on a leave of absence beyond this 2-month period must be in writing. If granted, the position may or may not be held for this extended period subject to the appointing authority's decision.
- 4) All requests for leave under this policy must be submitted in writing to the appointing authority, accompanied by an acceptable medical certificate. This request shall contain the following information:
 - 1) The expected date of delivery;
 - 2) Anticipated use of sick leave, vacation, personal leave and earned time,
 - 3) Intentions of returning to work.

- 5) The rules and regulations governing the use and submission of medical certificates shall apply, except that the doctor's original medical certificate will be accepted for absence due to pregnancy disability up to four weeks after delivery. Further absence will require additional medical certification in accordance with normal procedures. NOTE: Nursing a child, per se will not be considered disability for sick leave purposes. All leaves of absence without pay in excess of five (5) consecutive working days will be subject to the approval of the Chief Administrative Officer.

Sexual Harassment Policy

It is the established policy of CME to ensure equal opportunity and to prevent discrimination in all practices. Sexual harassment is a type of sex discrimination. It is prohibited by Title VII of the Civil Rights Act, as amended, and by the Connecticut General Statute 46a-60 (a)(8) as a Discriminatory Employment Practice.

Sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) 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. In addition, sexual harassment can include crude or offensive language or jokes of a sexual nature.

Sexual harassment will not be tolerated by CME, and will be grounds for disciplinary action. Complaints of sexual harassment will be processed by the Equal Employment Opportunity Officer through the established Affirmative Action Complaint Procedure.

It is not CME's intention to regulate social relationships that are freely entered into by employees. However, it is our affirmative duty to develop and maintain a workplace free of sexual harassment and intimidation. We expect the full support and cooperation of every employee to achieve this goal.

Policy Maintenance

As an Equal Opportunity Employer, it is understood by the management of CME, its Equal Employment Opportunity Officer and supervisory and managerial personnel that failure to effectively implement, monitor and enforce this firm's affirmative action program and the failure to adequately document the affirmative actions taken and efforts made to recruit and hire will result in this firm being required to recommit itself to a modified and more stringent affirmative action program prior to receiving approval of such program by the contracting agency, a prerequisite for performing services for the contracting agency. This affirmative action program will be reviewed and updated at least annually by the Equal Opportunity Officer to be in conformance with current policies and procedures being utilized by contracting agencies, government entities, and current legislation. In addition, it is understood that the complete affirmative action program of CME consists of both an affirmative action policy statement and equal employment opportunity/affirmative action requirements contained in any contracts that CME might receive.

Policy Dissemination

CME's Affirmative Action Policy is incorporated within our employment handbook and is available on our Intranet for all employees to access. Additionally, CME's commitment to equal employment opportunity and affirmative action shall be communicated in the following ways:

Internal

- (1) The Statement of Policy is included in employee orientation and training programs. A summary of the key provisions are made available during employee orientation.
- (2) The Plan shall be made available to employees via CME's intranet website, which all employees have access to, and via our Corporate website (www.cmeengineering.com/join-us/) to inform them that violations may be addressed through CME's Complaint Resolution Process.
- (3) Meetings shall be held with managerial personnel to clarify the intent of the policy and to outline each manager's responsibilities in his/her role as an equal employment opportunity supervisor at least once every six months.

External

- (1) The public shall be notified of CME's Plan through postings and publications. The Statement of Policy and a summary of the key provisions of the Plan shall be made available to the public upon request.
- (2) A variety of recruitment sources shall be notified of CME's Plan. These groups are encouraged to refer minorities, women, Vietnam-era veterans, and persons with disabilities for job openings.
- (3) All communication with the public in regard to recruitment, jobs, interviews, and employment shall emphasize that CME is an EO/AA/VEV/Disabled employer.
- (4) CME employment applications shall include a statement that it is an EO/AA/VEV/Disabled employer.
- (5) Recruitment advertisements shall include a statement of CME's commitment to the Plan.
- (6) Job applicants may obtain a copy of CME's Plan through a website on all job postings, and will be eligible to use the resolution process contained therein.