



300 Scottsdale Avenue, Scottsdale, PA 15683 phone 724 887-9110 fax 724-887-0545

<p><u>Company EEO Policy Statement</u> Person are recruited, hired, assigned and promoted without regard to their race, religion, sex, sexual orientation, gender identity, color, national origin, citizenship, protected veteran status, age or disability and ensure that all employment decisions are based only on valid job requirements. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, recall or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.</p>	<p><u>Work Environment Statement</u> It is the policy of this company to ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which our employees are assigned to work. This policy will be rigidly adhered to at all times. Any violation of this policy should be reported immediately to your supervisor or the company EEO Officer.</p>
<p><u>Notice encouraging employees to refer minority and female applicants for employment</u> We encourage the help of all employees in referring minority and female applicants for employment. If you know a minority and/or a female who is seeking employment, please refer them to Ms. Kim Bonacci at 724-887-9110x151.</p>	<p><u>Certification of Non-segregated Facilities</u> Penn Line Service, Inc. and its family of companies certifies that all facilities and company activities are non-segregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy of the sexes.</p>
<p><u>Notice informing employees of available training program and entrance requirements</u> We are participating in an on-the-job training program for the Heavy-Highway Construction Industry. If you are interested in developing a skill in a craft, please contact Ms. Kim Bonacci at 724-887-9110x151. she will explain the program to you in detail. The only requirement is that you have the desire and ability to develop a skill in the craft in which you are interested.</p>	<p><u>Notice to unions disseminating EEO commitments and responsibilities and requesting their cooperation</u> Penn Line Service, Inc. and its family of companies will continue to make the company EEO policy known to the employment entities with whom we deal and in our employment opportunity announcements that employees and applicants for employment will be hired; upgraded, promoted or advanced, demoted; transferred; recruited; laid off, recalled or terminated; compensated; and trained without regard to their race, religion, sex, sexual orientation, gender identity, color, national origin, age or disability. We will request the cooperation of the entities with whom we deal to assist our company in meeting its EEO obligations. It is also the policy of this company to provide reasonable accommodations for qualified disabled individuals.</p>
<p><u>Complaint Procedures</u> Any complaint of alleged discrimination by this company, its supervisors, or employees, or any person or organization acting on behalf of the company, should immediately be called to the attention of the company Equal Employment Opportunity Officer.</p>	<p><u>Prohibited Sexual Harassment</u> Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitutes unlawful sexual harassment. Sexual harassment also includes behavior which unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive working environment. No manager, supervisor or other employee shall engage in such conduct. Any person in doubt as to whether specific conduct constitutes prohibited harassment should contact the EEO Officer or any supervisor or management official.</p>
<p><u>Notice identifying company EEO Officer by name and contact information</u> The Equal Employment Opportunity Officer for Penn Line Service, Inc. and its family of companies is Ms. Kim Bonacci. She may be contacted by writing to 300 Scottsdale Avenue, Scottsdale, PA 15683, or by calling 724-887-9110x151 before 5:00pm. After this time, she may be reached at 724-237-9102.</p>	

Additional information regarding the aforementioned policies may be obtained from the Company's EEO Officer.

Signed by: Kim A. Bonacci
 Kim A. Bonacci, Human Resource Manager/EEO Officer

Date: January 1, 2019