



105 E Street, Suite 400, Hampton, VA 23661

EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION

It is the policy of **Hudgins Contracting Corp.** to afford equal opportunity for employment and advancement opportunities to all individuals based upon merit, qualifications and the needs of the company. Hudgins does not unlawfully discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, genetic information, sexual orientation, gender identity, age, disability, veteran status, or any other characteristic protected by law (protected status). To ensure that this expectation is carried out, we will:

1. Recruit, hire, train, and promote persons in all job classifications, without regard to any protected status.
2. Base all employment decisions to further the principles of equal employment opportunity. Additionally, we will not discriminate or retaliate in any manner against any person for reporting alleged discriminatory actions, participating in an inquiry, or filing a charge under any applicable Federal, State or Local laws governing nondiscrimination in employment.
3. Ensure that promotion decisions are made in accordance with equal employment opportunity principles by imposing only valid requirements for promotional opportunities.
4. Ensure that all personnel actions, including but not limited to; compensation, benefits, transfers, layoffs, recall, training, and other terms and conditions of employment will be administered without regard to any protected status.
5. Hudgins will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information unless the disclosure is (a) in response to a formal complaint or discharge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.
6. We will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the extent required by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

The successful implementation of a nondiscriminatory employment policy and our Affirmative Action Program requires maximum cooperation between management and employees. Thus, in fulfilling its part in this cooperative effort, management is obligated to lead the way by establishing and implementing affirmative procedures and practices, which will ensure equal employment opportunity for all employees.

Any employee who believes that he or she has been discriminated against should normally report the incident immediately to his/her supervisor or if the supervisor is causing the problem or the supervisor's response is not satisfactory, then the employee should report to **Pam Kelly**, our EEO/AAP Coordinator.