

Swan Super Cleaners Inc. EEO and Affirmative Action Policy Statement

To: All Employees

FROM: Swan Super Cleaners Inc.

DATE: 7/1/2019 3:23 pm

SUBJECT: Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of Swan Super Cleaners Inc. to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status or veteran status is illegal.

Swan Super Cleaners Inc. managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines. This policy statement will be disseminated to all employees, various recruitment sources and will be displayed on all construction job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action. Persons who believe Swan Super Cleaners Inc. has discriminated against them may file a discrimination complaint with Brady Armour, Vice President. The EEO Representative has full authority to manage issues involving employment discrimination.

Point of contact to file allegations of discrimination:

Company's EEO Representative: Brady Armour

Location: 1535 Bethel Rd. Columbus, OH 43220

Phone Number: 614-442-5000

Email Address: barmour@swancleaners.com