

**Executive Order 11246
Affirmative Action Program
for Minorities and Women**

Cascade Engineering Family of Companies



CASCADE
engineering
The Cascade Family of Companies

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Minorities and Women

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Contractor Facility: Cascade Engineering, Inc.
3400 Innovation Court, S.E.
Grand Rapids, MI 49512-2085

EEO Contact: Kenyatta Brame, Executive Vice President
Cascade Engineering, Inc.
3400 Innovation Court S.E.
Grand Rapids, MI 49512-2085
(616) 975-4781

Affirmative Action
Contact: Kenyatta Brame, Executive Vice President
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AAP Approved By: Kenyatta Brame, Executive Vice President

COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

Cascade Engineering has a goal of reflecting the racial and sexual makeup in its surrounding communities and increasing the representation of people of color and women in its workforce where underutilization is indicated. Cascade Engineering is committed to taking actions in pursuit of this goal to attract and retain qualified and interested people of color and women in its workforce. These action steps are detailed below and will help to:

1. Ensure fair treatment to make sure that no candidate or employee is subjected to unlawful employment discrimination.
2. Increase Cascade Engineering's exposure to qualified and interested people of color and female employment candidates.
3. Create a diverse workforce and to provide, where possible, the opportunity for all employees to perform at full capacity in accordance with their qualifications and interest.
4. To maintain an environment where all employees know they are valued and appreciated for their contribution to the success of Cascade Engineering
5. To create an environment where all people want to work and where all employees, including people of color and women, can thrive in their careers.

It has been, and will continue to be, the policy of Cascade Engineering, to celebrate diversity and to be an equal opportunity employer. Cascade Engineering's official Equal Employment policy and Harassment policy are contained in the Company's Employee Guidebook.

In keeping with these policies, the Company will continue to recruit, hire, train, transfer and promote into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, height, weight, marital status, non-disqualifying disability, veteran status or other legally protected characteristic. Similarly, Cascade Engineering, will continue to

administer all other personnel matters (such as compensation, benefits, transfers, layoffs, Company-sponsored training, education, tuition assistance, discipline, discharge and social and recreational programs) in accordance with these important Company policies. The Company bases employment decisions on non-discriminatory standards in the furtherance of equal employment opportunity and its Equal Employment Opportunity policy.

The Company's Harassment policy prohibits harassment based on a person's sex, sexual orientation, age, color, race, religion, national origin, veteran status, disability, or any other legally protected characteristic. The Harassment policy contains a complaint procedure, and provides that consequences for a policy violation may include discipline up to and including termination of employment.

Cascade Engineering's commitment to equal employment opportunity and non-harassment for all employees will be published, distributed and reiterated to all employees.

RESPONSIBILITY FOR IMPLEMENTATION OF EEO PROGRAM

Kenyatta Brame, Executive Vice President, has the overall responsibility for Cascade Engineering's AAP and Equal Employment Opportunity policies. The Company has assigned coordination of responsibilities to implement the AAP and EEO policy to Kenyatta Brame, Executive Vice President, who has the full support of the Chief Executive Officer and the remainder of executive management.

1. EEO Duties of the Executive Vice President

The EEO duties of the Executive Vice President include but are not limited to:

- a. Developing policy statements, affirmative action programs and internal and external communication techniques.
- b. Identifying problem areas that may impact upon attainment of any placement goals established in this affirmative action plan.
- c. Assisting department supervisors, managers and directors (line management) in arriving at solutions to employment-related problems.
- d. Designing and implementing auditing and reporting systems that:
 - Measure the effectiveness of the Company's EEO programs.
 - Indicate any need for remedial action.
 - Determine the degree to which the Company's AAP placement goals and objectives are being attained.
 - Review the qualifications of all employees to ensure that minorities and women are given full opportunities for transfers and promotions.
- e. Serving as liaison between the Company and employment-related enforcement agencies.
- f. Serving as liaison between the Company and minority organizations, women's organizations and community groups concerned with employment opportunities for minorities and women.
- g. Keeping management informed of the latest legal and community developments in equal employment opportunities.
- h. Ensuring that department supervisors and managers with hiring authority are aware of the Company's EEO policies and affirmative action obligations.
- i. Monitoring the workplace to ensure that:
 - EEO posters are properly displayed.
 - All Company facilities maintained for employees are in fact desegregated, and restrooms/locker rooms are comparable for males and females.

- Minority and female employees are encouraged to participate in Company sponsored educational training, recreational and social activities.
 - Work performance is measured on a non-discriminatory basis.
- j. Ensuring that all managers, supervisors and employees receive training regarding EEO and Harassment policies and complaint procedures.
- k. Preparation of the Company's Affirmative Action Plan and compliance with OFCCP regulations for federal government contractors and subcontractors.