

Equal Employment Opportunity 41 CFR §60-1.4

TO: All Employees and Applicants

FROM: Timothy J. Phelan, President
Colorado Structures, Inc.; CSI Construction Co.

DATE: June 1, 2009

It is the ongoing policy and practice of Colorado Structures, Inc. to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of race, color, national origin, sex, religion, age, disability, veteran status or any other status protected by law.

The policy of equal employment opportunity (EEO) shall apply to all terms, conditions, and privileges of employment, including hiring, probation, testing, training and development, promotion, transfer, compensation, benefits, educational assistance, termination, layoffs, social and recreational programs, and retirement. Colorado Structures, Inc. is committed to making employment decisions based on valid requirements, without regard to race, color, national origin, sex, religion, age, disability, veteran status or any other status protected by law. Colorado Structures, Inc. will analyze its personnel actions rigorously to ensure compliance with this policy.

The EEO Officer is Carla Cobb, 540 Elkton Drive, #202, Colorado Springs, CO 80907. She is responsible for compliance with state and federal EEO laws and affirmative action regulations. She is also responsible for implementing Colorado Structures, Inc.'s Affirmative Action Plan (AAP), including equal employment practices, monitoring, and internal reporting. If you believe you have not been treated in accordance with this policy, please contact the EEO Officer. Our AAP for Veterans and the Disabled is available to you in her office during regular office hours or by appointment. All employees and applicants for employment are protected, by both company policy and equal employment opportunity/affirmative action regulations and law, from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation.

I personally endorse the policy of equal employment opportunity. I ask your continued assistance and support in maintaining an environment that reflects Colorado Structures, Inc.'s commitment to equal employment opportunity and affirmative action. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy.