



JAMES LANE

Air Conditioning & Plumbing

Engineering – Service - Fire Protection - Since 1957

STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

I would like to take this opportunity to issue a formal reaffirmation of this policy and to assure each applicant, employee and party with whom we do business of my personal commitment to our equal opportunity and affirmative action objectives. It is, has been, and will continue to be the policy of James Lane Air Conditioning Company, Inc., to provide Equal Employment Opportunity and not to tolerate behavior, harassment, discrimination, or prejudice based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, gender identity, national origin, age (40 years of age and over), genetic information, protected veterans, or disability (physical or mental) or retaliation for protected EEO activity. We will also provide reasonable accommodations for applicants and employees with disabilities. Retaliation against those who initiate discrimination complaints, serve as witnesses or participate in the EEO process, or otherwise oppose discrimination and harassment is strictly prohibited. Further, it is the policy of James Lane Air Conditioning Company, Inc. to undertake affirmative action in compliance with all federal, state, and local requirements.

Our continued success depends heavily on the full and effective utilization of qualified persons. I will continue to direct our employment practices toward ensuring equal opportunity for all. James Lane Air Conditioning Company, Inc. intends that all matters related to all employment actions including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, job titles, rates of pay or other forms of compensation and selection for training including apprenticeship, as well as all James Lane Air Conditioning Company, Inc. - sponsored social and recreational programs and all treatment on the job be free of unlawful discriminatory practices.

Moreover, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities:

- 1) Filing a complaint.
- 2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provision of section 503, VEVRAA, or any other Federal, State, or local law requiring equal opportunity for individuals with disabilities or protected veterans.
- 3) Opposing any act or practice made unlawful by section 503, VEVRAA, or their implementing regulations in this part, or any other Federal, State, or local law requiring equal opportunity for individuals with disabilities or protected veterans; or
- 4) Exercising any other right protected by section 503, VEVRAA or their implementing regulations.

As a government contractor, we are obliged to keep records, make reports to the federal government, and develop a written Affirmative Action Program, which sets forth the policies, practices and procedures which James Lane Air Conditioning Company, Inc. is committed to applying in order to ensure that its policy of non-discrimination and affirmative action for women, minorities, individuals with disabilities, protected veterans and other protected groups is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment, during normal business hours, in the Human Resources Department. Interested persons or any applicant/employee who feels that he/she has been the victim of unlawful discrimination in violation of this policy should contact Roxana Rushing, the Human Resources Manager, Monday through Friday from 8:00 am to 5:00 pm at roxana.rushing@jameslane.com or (940) 500-4713 for assistance.



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As President of James Lane Air Conditioning Co., Inc., I retain the overall responsibility for James Lane Air Conditioning Company, Inc.'s Equal Employment Opportunity and Affirmative Action Programs. The administration and implementation of these important programs for women, minorities, individuals with disabilities, protected veterans and other protected groups are the responsibility of the James Lane Air Conditioning Company, Inc.'s EEO Coordinator, Erica West, Program Coordinator. I ask that each manager, supervisor and employee join me in full support of the principles of equal opportunity and affirmative action. I invite any applicant or employee to address your concerns and questions to the EEO Coordinator.

I solicit the cooperation and commitment of each and every one of you to ensure both compliance with the Affirmative Action Plan and positive results with regard to the James Lane Air Conditioning Company, Inc.'s policy on Equal Employment Opportunity.

Deloris Lane

Deloris Lane, President

Date May 1, 2021