
Equal Employment Opportunity/Affirmative Action Policy

To: All Employees and Applicants
From: Aaron D. Etnyre, PE
Date: January 1, 2024
Re: Equal Employment Opportunity/Affirmative Action Policy

BB&E, Inc. is committed to a policy of equal treatment and opportunity in every aspect of their relations with employees, without regard to race, color, religion, creed, gender identity, sexual orientation, marital or parental status, height, weight, national origin, citizenship status, age, arrest record, genetic information, military or veteran status, or disability, or any other classification protected by applicable federal, state or municipal law. This includes, but is not limited to, recruitment, hiring, selection for training, transfers or layoff, promotion, rates of pay and other forms of compensation and participation in organization-sponsored educational, social and recreational programs.

It is also the established policy of **BB&E, Inc.** to foster the full realization of equal economic opportunity at all levels and in all segments of employees through a positive and continuing affirmative action program. It is the aim of the **BB&E, Inc.** to provide opportunities for all employees to realize their potential and to assist them both to function more effectively and to reach a level commensurate with their ability.

BB&E, Inc. 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 a 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 charge, (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.

BB&E, Inc. will continue to cooperate with the appropriate agencies of the Federal, State, and City Governments in fulfilling their legal and moral obligation in all areas of interest.

Human Resources have overall responsibility for monitoring equal opportunity compliance and affirmative action programs and is responsible for the implementation and administration of these programs through Senior Management. It is the responsibility of the administrative and supervisory staff to assure that the equal opportunity policy is understood and implemented, and the responsibility of all personnel, supervisory and non-supervisory, to assure the continuing success of the policy. If you have any questions or wish to report any concerns, please contact the HR Department at HR@bbande.com

Regards,



Aaron D. Etnyre, PE
President

