



Affirmative Action and Equal Employment Opportunity Policy

Policy Statement: It is the policy of Nelson Tree Service to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, national origin, sexual orientation, gender, identity, age, disability, protected veteran status, or any other protected characteristic. Pursuant to Executive Order 11246, Section 503 of the Rehabilitation Act, and the Vietnam Era Veterans' Readjustment Assistance Act, Nelson Tree Service has developed Affirmative Action Programs to assist with the recruitment and advancement of individuals covered by these laws. These policies have the full support of Nelson's President.

Nelson Tree service is committed to recruiting, hiring, training and promoting persons in all job titles, as well as ensuring that all other personnel actions are administered, without regard to the protected characteristics outline above. All employment decisions will be based on valid job requirements or other legitimate, non-discriminatory reasons. Our employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in activities such as: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other related activities associated with the administration of the affirmative action provision of the laws set forth above or their implementing regulations, or any other Federal, state, or local law requiring equal opportunity; or (4) exercising any other right protected by the laws set forth above or their implementing regulations.

Auditing: Nelson Tree Service has designed and implemented an audit and reporting system that will: (1) measure the effectiveness of our Affirmative Action programs; (2) indicate any need for remedial action; (3) determine the degree to which objectives have been attained; (4) determine whether individuals with protected characteristics have had the opportunity to participate in all company-sponsored education, training, recreation, and social activities; (5) measure our compliance with the Programs' specific obligations; and (6) document the actions taken to perform items (1) through (5) above. If after performing this audit, we determine that our AAPs are deficient, we will undertake necessary action to bring our Programs into compliance.

The Regional Manager has the responsibility for ensuring full compliance with the provisions of the above-referenced laws and other applicable directives. Responsibility for implementing and monitoring these Programs is assigned to the EEO Officer, Jo Ann Swank. Affirmative Action plans for employees with a Disability and Protected Veterans are available to applicants and employees, upon request, on regularly scheduled workdays by contacting the EEO Officer. In addition, employees may voluntarily self-identify as an individual with a disability or a protected veteran at any time by contacting the EEO Officer.

Review and Revision: This Policy may be amended or revised from time to time without prior notice. This Policy is not intended to, and does not create, any contractual rights to employment. This Policy will be interpreted by the Company in such a way to comply with all applicable laws.

Policy Guidance: Questions regarding this policy and its interpretation should be directed to the Executive Director, Administration.