

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

Calloway & Associates, Inc.'s continuing policy is to afford Equal Employment Opportunity to qualified individuals regardless of their race, color, sex, religion, age, creed, marital status, national origin, ancestry, physical or mental disability, sexual orientation, affectional preference, veteran status or citizenship status, or any other classification protected by law. This policy of equal opportunity encompasses all aspects of the employment relationships, including applications and initial employment, promotion and transfer, selection for training opportunities, wage/salary administration, recruiting, hiring, reassignments, sponsored training, compensation, benefits, layoff and rehires, termination of employment, recreation programs, and the application of services, retirement, seniority, employee benefit plan policies and other terms and conditions of employment as provided by law.

Calloway & Associates, Inc., as part of its commitment to Equal Employment Opportunity, adheres to all City, State and Federal laws.

If anyone feels that they have been treated unfairly in any aspect of their employment, we want to assure you that you have an opportunity to present your concerns. The Management for Calloway & Associates, Inc. will make special efforts to ensure that all supervisory personnel understand and effectively implement this policy.

Further, all complaints of discriminatory treatment in violation of this policy must be brought to the attention of the Human Resources Representative so that an internal investigation may be undertaken promptly. At the conclusion of an investigation and/or within a reasonable time thereafter, the Human Resources Representative will contact the employee(s) and communicate their findings, if appropriate. Any employee, including managers, involved in, or condoning, discriminatory practices will be disciplined up to and including termination.

We must all realize that it is the responsibility of each and every employee of Calloway & Associates, Inc. to give our policy of Equal Employment Opportunity real meaning through our full support.

All members of management are primarily responsible for seeing that Calloway & Associates, Inc.'s Equal Employment policies are implemented, but all staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.