



## Appendix D – SHI Affirmative Action Policy

### SHI's Affirmative/EEO Plan:

To comply with the company's policy to employ, retain, promote, terminate, and otherwise treat any and all employees and job applicants on the basis of merit, qualifications, and competence.

1. A complete up-to-date Personnel Profile of all employees classified by race, sex, and job classification will be maintained and annual reports will be submitted to the Office of Equal Employment Opportunity and Contract Compliance.
2. All employees will be advised at the time of employment and during the HR orientation that SHI is an equal opportunity/affirmative action employer and that hiring, promotion, is based on an individual's qualifications and ability to perform the work.
3. A company policy statement outlining SHI's commitment to equal employment opportunity will be posted on SHI's intranet site, MySHI as well as within the Handbook. A detailed policy outlining SHI's commitment to affirmative action will be accessible upon request within the Human Resources department.
4. The company has appointed Michael Haluska to serve as the equal employment opportunity/affirmative action officer. The EEO/AA is authorized to supply reports and represent this company in all matters regarding this affirmative action plan.
5. Officer will be responsible for the following:
  - A. Implementing all phases of the plan;
  - B. Conducting quarterly audits of employment practices to ensure non-discrimination
  - C. Yearly instructing supervisor about their responsibility to ensure that minorities are not subject to any type of discriminatory practices or harassment
  - D. Notification to all eligible employees regarding promotions or vacancies to ensure equal employment opportunity, this is done via Job posting (MySHI), SHI newsletter, recruiters.
6. HR reviews all applicants and the hiring/promoting records with CEO of SHI to audit the increase in the job categories that are available or promotable in the recruitment labor area.
7. Training is provided to the degree that the company is reasonably able to Undertake as a means of making all job classes available to minorities.

Signature of Company Official

*SR. DIRECTOR OF HUMAN RESOURCES*

Title

Date

*7/1/15*

These goals are established company-wide and reach each department. They are established for minorities and are designed to correct underutilization.