CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaillinois.us

4. Project on which your company is bidding:

5. City of Urbana contact staff assigned to contract:

Requested by:	Date:
Approved by:	Date:
Certification	
Date:	

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

result in a di	elay o	r aeniai ot eligioili	ty to big or ao business with the	E LITY OT Urbana.	
		Se	ection I. Identification		
1. Company	Name	and Address:			
Name: Appli	ed Re	esearch Associates	s, Inc.		
d/b/a:					
Address: 100	Trac	de Centre Dr., Sui	te 200		_
		nampaign, IL 6182			
Telephone Nu	mber((s) include area cod	E: (217) 356-4500		
Check one of	the fo	llowing			_
Corporation	X	Partnership	Individual Proprietorship	Limited Liability Corp.	
FEI Number: 5	35-02	76434	Social Security Number:		
2. Name and	l Addı	ess of the Compa	ny's Principal Office <i>(answer on</i>	nly if not the same as above)	
Name: Appli	ed Re	esearch Associates	s, Inc.		
Address: 430	00 Sa	n Mateo Blvd., NI	E, Suite A-220		
		buquerque, NM 8			

3. Major activity of your company (product or service): research, engineering & technical support

SECTION II. Policies and Practices

	Description of EED Policies and Practices	YES	NO
Α.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?	X	
В.	Has someone been assigned to develop procedures, which will assure that the EED policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: Beth James Title: HR Director Telephone: (505) 881-8074 Email: bjames@ara.com	X	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.D statement is enclosed. You must attach an EED Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.	X	
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.	X	
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	X	
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	X	
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?	X	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		X
	Does the company have collective bargaining agreements with labor organizations?		X
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?	n/a	
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)		X
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)	X	

SECTION III. Employment Information

IMPORTANT: Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE Please see attached

Job Categories	Overal	l Totals		(Not of c Origin)	The second secon	African- in (Not of Corigin)		anic or etino		Pacific	America or Alask	an Indian an Native
	М	F	М	F	М	F	М	F	М	F	М	F
Officials & Mgrs												
Professionals												
Technicians												7
Sales Workers								1				
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
M = MALE, Column B is sum of F = FEMALE, Column C is sum Date of above Data:	of Rows E, G,											

TABLE B* - EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT

Job Categories	TOTAL EMPLOY	EES	BLACK EMPLOYI	ES	HISPANII		OTHER N EMPLOY	
	М	F	М	F	М	F	М	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical			1					
Craft Workers (Skilled)						Mil		
Operatives (Semi-Skilled)						U- 1		
Laborers (Unskilled)								
Service Workers					1			
TOTAL		125						

*Totals included in Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

For Contractors: Data provided in Table B will be verified by worksite inspections.

ARA would draw contract personnel from Champaign office.

TABLE C - WORKFORCE TURNOVER SINCE PREVIOUS EED REPORT

Job Categories	TOTAL EMPLOYI SEPARA		MINORIT EMPLOYI SEPARA	EES	TOTAL EMPLOYE HIRED	ES	MINORIT EMPLOY HIRED	
	М	F	M	F	M	F	М	F
Officials & Mgrs								
Professionals	4	3	2	3	5	0	4	0
Technicians	1	1	0	0	2	0	0	0
Sales Workers						H		
Office & Clerical	1	2	0	1	0	4	0	1
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers		T-ST		275				
TOTAL	6	6	2	4	7	4	4	1

SECTION IV. Certification

119).	HIOS	Robin Jones, Transportat	ion Sector HR Administrator
Signa	ture	Printed Name and Title	
rljo	ones@ara.com		September 6, 2016
E-mai	l Address	,	Date
Prior	to submitting this form, please c	SECTION V. Verificates to the following out	
Prior 1.			estions to verify your completion of this
	Did you fill in all of the approp	heck the answers to the following quariate boxes in the table in Section III	estions to verify your completion of this
1.	Did you fill in all of the approp	heck the answers to the following quariate boxes in the table in Section III	estions to verify your completion of this
1.	Did you fill in all of the appropriate X YES X Have you enclosed your compact X	heck the answers to the following quariate boxes in the table in Section III NO Hany's EEO statement?	estions to verify your completion of this

DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black of African-American (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino. All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan. Korea, the Philippine Islands and Sampa

American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

Officials and managers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

Professionals. Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects; artists, chemists. designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

Technicians. Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales. Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sates workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical. Includes all clerical-type work regardless of level of difficulty where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

<u>Craft workers</u> (skilled). Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled). Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled). Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

Service workers. Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

P010943 =00

P010943 =13 SECTION B - COMPANY IDENTIFICATION

1. APPLIED RESEARCH ASSOCIATES INC ALBUQUERQUE, NM 87110 4300 SAN MATEO BLVD NE SUITE A220

2015 EMPLOYER INFORMATION REPORT CONSOLIDATED REPORT - TYPE 2 FQUAL EMPLOYMENT OPPORTUNITY

APPLIED RESEARCH ASSOCIATES INC. 4300 SAN MATEO BLVD NE ALBUQUERQUE, NM 87110 SUITE A220

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-N 3-Y DUNS NO.:097967608 EIN :850276434

SECTION E - ESTABLISHMENT INFORMATION

NAICS:

>

SECTION D - EMPLOYMENT DATA

	HISPANICOR	OR					NOT	NOT-HISPANIC OR LATINO	RIATING						
	CVIIVO		* * *	********	**** WVII * * * * * * * * * * * *	***	**		* * * *	11 * * * * * *	**************************************	*	**		
FOR CATEGORIES	MALE	FEMALE	WHILE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAHAN OR PACITIC INLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACEN	мини	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC	NAINA NAINA	MERICAN NDIAN OR MASKAN NATIVE	TWO OR MORE RACES	CONTRACT
ENECUTIVE/38 OFFICIALS & Mais	0	0	6	0	0	0	0	0	C	C	C	0	C		
FIRST/MID OFFICIALS & MORS	_	0	19	0	0	0		0	4	0	0	0 0	0 0	0 0	50 80
PROTESSIONALS	22	16	536	15	0	28	4	7	163	6	0	0 4	0 0	2 6	47
TECHNICIANS	5	3	77	2	0	-	0	0	19	1	0	-	0 0	7	100
SALES WORKERS	0	0	0	0	0	0	0	0	0	0	0 0	- 0	0 0	- 0	011
ADMINISTRATIVE SUPPORT	0	14	6	0	0	0	0	C	46	0	0	-		0	1 0
CRAFT WORKERS	0	0	0	0	0	0	0	0	2 0	1 0	0 0	- 0	0	2 0	(3)
OPERAINES	0	0	0	0	0	0	0	0	0	0 0	0 0	0 0	0	0	0 0
LABORERS & HELPERS	0	0	0	0	0	0	0	0	0	0	0 0	0 0	0 0	0 0	0 0
STRVIUE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MIOI	28	33	650	17	0	29	4	7	232	12	0	9	0	7	1025
PREVIOUS REPORT FOLM	29	28	661	20	-	29	4	11	224	12	0	80	0	9	1033

SECTION F - REMARKS

08/15/2015 08/01/2015 THRU CERTIFYING OFFICIAL: EEO-1 REPORT CONTACT PERSON: EMAIL: CLOPEZ@ARA.COM DATES OF PAYROLL PERIOD: SECTION G - CERTIFICATION

CANDICE LOPEZ CANDICE N. LOPEZ

TITLE: COMPLIANCE MANAGER TITLE: COMPLIANCE MANAGER TELEPHONE NO: 5052148221

CERTIFIED DATE[EST]: 10/22/2015 03:59 PM

P010943 EA11031 000 3

INDIVIDUAL ESTABLISHMENT REPORT - TYPE 4 2015 EMPLOYER INFORMATION REPORT EQUAL EMPLOYMENT OPPORTUNITY

SECTION B - COMPANY IDENTIFICATION

1. APPLIED RESEARCH ASSOCIATES INC ALBUQUERQUE, NM 87110 4300 SAN MATEO BLVD NE SUITE A220

100 TRADE CENTRE DR SUITE 200 CHAMPAIGN, IL 61820 24. ARA - IL-01

CHAMPAIGN COUNTY

SECTION E - ESTABLISHMENT INFORMATION

1-Y 2-N 3-Y DUNS NO.:097967608 EIN :850276434

SECTION C - TEST FOR FILING REQUIREMENT

NAICS: 541712 Research and Development in the Physical Finginearing and Life

VERALL SIVIO

SECTION D - EMPLOYMENT DATA

	HISPANICOR	OK					NOT-	NOT-HISPANIC OR LATINO	KLATINO		sciences (except Biotechnology)	except B	otechnolo	gy)	
	ONLINE		****	***	*************	******	**		****	*********	MALL	* * * * * *			
JOB CATEGORIES	MME	FEMALE	WHILE	BLACK OR AFRICAN AMERICAN	NATINE HAWAIIAN OR PACIFIC INLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO UR MORE RACES	WHILE	HEACK OR AFRICAN AMERICAN	NATIWE HAWAIIAN OR PACIFIC BEANDER	ISIAN	AMERICAN NDIAN OR MEASKAN NATINE	IWO OR MORE RACTS	3 3
fAECHTMF/86 OFBCIALS & Mode	0	0	1	0	0	0	0	0	0	C	C	C	0	c	
TIRST/MID OTHETALS & MEIG	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
PROFESSIONALS	0	-	27	0	0	6	0	0	12	0	0	2	0	0	
H CHNICIANS.	0	0	9	1	0	0	0	0	-	0	0	0	0	C	
SALLS WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ADMINISTRATIVE SUPPORT	0	0	3	0	0	0	0	0	9	0	0	0	0	0	
CRAFT WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
OPERATIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
LABORERS A HELPERS	0	0	0	0	0	0	0	0	0	0	0	0	C	0	
SERVICE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	0	1	38	-	0	6	0	0	19	0	0	2	0	0	
PREVIOUS REPORT FOLM	0	0	41	3	0	7	0	0	16	0	0	4	0	0	
						-									

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0 0 20 71

SECTION F - REMARKS

APPLIED RESEARCH ASSOCIATES, INC. POLICY GUIDE

11. HARASSMENT-FREE WORKPLACE

Revision 5, 1 August 2014

Robert H. Succ

Page 1 of 2

Abstract of Revision: Added gender identity to list of factors.

PURPOSE

To define ARA's policy requiring a workplace free of harassment in compliance with federal law.

POLICY

Harassment, including sexual harassment, is prohibited by federal and state laws. Applied Research Associates, Inc. will not tolerate harassment in any form and Company management will take appropriate action swiftly to address any violations of this policy.

ARA is committed to providing a workplace free of harassment, including sexual harassment, intimidation, threats, coercion, and discrimination based on such factors as race, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, national origin, ancestry, age, disability, family care leave status, veteran status, marital status, genetic information, or any other characteristic protected by law.

ARA will not tolerate harassment of employees by managers, supervisors, coworkers, or non-employees with whom ARA has a business, service, or professional relationship.

Definition

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when: (1) submission to the conduct is made as either an explicit or implicit condition of employment; (2) submission to, or rejection of, the conduct is used as the basis for an employment decision; or (3) the conduct interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding an employee's sex, sexual orientation, gender identity, race, color, national origin, religion, age, physical ability, mental disability, medical condition, ancestry, marital status, family care leave status, or veteran status.

Sexually harassing conduct includes all of these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, conversation containing sexual comments, and unwelcome sexual advances.

APPLIED RESEARCH ASSOCIATES, INC. POLICY GUIDE

11. HARASSMENT-FREE WORKPLACE

Revision 5, 1 August 2014

Approved

Page 2 of 2

Complaint Procedure

Employees should report any incident of harassment, including work-related harassment by any ARA personnel or any other person, promptly to your supervisor, the Division Manager, and/or to the Director of Human Resources, who is responsible for investigating the matter. Supervisors who receive complaints or who are aware of harassing conduct should inform the Director of Human Resources immediately. ARA emphasizes that employees are not required to complain first to their supervisor if the supervisor is the individual committing the harassment or if the employee is not comfortable in complaining to the supervisor for any reason.

Confidentiality

Every reported complaint of harassment will be investigated thoroughly, promptly, and in as confidential a manner as possible. Because of the sensitivity of harassment complaints, each case will be expeditiously and confidentially investigated on a fair and impartial basis. All such investigations are to be conducted in a manner that will protect the privacy of, and minimize accusation and suspicion of, all parties concerned.

ARA will not tolerate retaliation against any employee for cooperating in an investigation or making a complaint of harassment.

In the case of ARA employees, if a violation of this policy is established, ARA will discipline the offender. Disciplinary action for violation of this policy can range from verbal or written warnings up to and including immediate termination, depending upon the circumstances.



APPLIED RESEARCH ASSOCIATES, INC.

Non-Discrimination Policy Statement

It is the policy of Applied Research Associates, Inc., to comply with the regulations of Title VI of the Civil Rights Act of 1964, as amended and other nondiscrimination laws and authorities, that include regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (DOT) Title 49, Code of Federal Regulations (CFR) and the Federal Highway Administration's Title 23 Code of Federal Regulations 200. Applied Research Associates, Inc. does not discriminate against any person on the basis of race, color, national origin, sex, age, disability, or low-income.

Applied Research Associates, Inc. will not discriminate on the grounds of race, religion, color, sex, national origin, age, or disability in the selection and retention of subconsultants, including procurements of materials and leases of equipment. Applied Research Associates, Inc. will not participate either directly or indirectly in the discrimination prohibited by 49 CFR, Part 21.5.

In all solicitations, either by competitive bidding or negotiation made by Applied Research Associates, Inc. for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability, and low income. Applied Research Associates, Inc. will include the necessary provisions in every subcontract; including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

Applied Research Associates, Inc. ensures nondiscrimination and equal employment opportunity in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. If you need more information or special assistance for persons with disabilities or limited English proficiency, contact Beth James, HR Director, at 505-881-8074 or bjames@ara.com. Persons with hearing-and speech-impairments can contact Applied Research Associates, Inc. by using the Virginia Relay Service, a toll-free telecommunication device for the deaf (TDD). Call 711 for TTY/TDD.

Notification of Equal Employment Opportunity & Affirmative Action Policy Statement

Affirmative Action Plan Year 2014

To all employees and applicants,

It is the policy of Applied Research Associates, Inc. (herein ARA) to take affirmative action in affording equal employment opportunities to all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or protected veteran status.

This includes, but is not limited to, the following:

- Hiring, placement, upgrading, transfer, demotion or promotion
- · Recruitment, advertising or solicitation for employment
- · Treatment during employment
- Rates of pay or other forms of compensation
- · Selection for training, including apprenticeship
- · Layoff or termination

It is the policy of ARA to cooperate to the fullest extent with the applicable regulations of the Civil Rights Act and any legislation on Equal Employment Opportunity.

We request the cooperation of our subcontractors, vendors and suppliers in our equal opportunity and affirmative action efforts and expect them to put in place equal opportunity and affirmative action policies as required.

Beth James, SPHR

Human Resources Director & EEO Manager

Vizabeth James



Notice to Employees & Applicants

January 2014 Affirmative Action Plan Year

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of Applied Research Associates, Inc. (herein ARA) not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran. It is also the policy of ARA to take affirmative action to employ and to advance in employment, all persons regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or protected veteran status, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants of ARA will not be subject to harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law is prohibited.

As President & CEO of ARA, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of Equal Employment Opportunity and affirmative action throughout all levels of the company, I have selected Beth James, Human Resources Director, as the Equal Employment Opportunity (EEO) Manager for ARA. One of the EEO Manager's duties will be to establish and maintain internal audit and reporting systems to allow for effective measurement of ARA's programs.

In furtherance of ARA's policy regarding Affirmative Action and Equal Employment Opportunity, ARA has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that ARA is committed to in order to ensure that its policy of nondiscrimination and affirmative action is accomplished. This Affirmative Action Program is available in the Human Resources office for inspection by any employee or applicant for employment upon request, during normal business hours. Interested persons should contact Beth James for assistance.

We request the support of all employees in accomplishing Equal Employment Opportunity.

Dr. Robert H. Sues

President & CEO