



Milestone Contractors, L.P. Affirmative Action Policy Statement

It is the policy of Milestone Contractors, L.P. (the “Company”) to afford equal opportunity for employment to all individuals regardless of race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veterans’ status or housing status. The Company will take affirmative action to ensure that the Company will (1) recruit, hire, retain, support, and promote all job classifications without regard to race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, ancestry, disability, veterans status or housing status; (2) base decisions on employment so as to further the principle of equal employment opportunity; (3) ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; (4) ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, company sponsored training, education, tuition assistance, social and recreation programs will be administered without regard to race, color, religion, sex, sexual orientation, gender identify, national origin, age, disability veterans status or housing status; (5) maintain a work environment free of harassment, intimidation and coercion; and (6) foster a collaborative and inclusive working environments in which all employees feel they may participate and contribute.

Margaret Garner is designated as the Equal Opportunity Officer and is responsible to direct the establishment of and to monitor the implementation of personnel procedures to guide the Company’s affirmative action program.

Employees will be informed of the Company’s commitment to equal employment through the following means:

- Posting of equal opportunity notice on bulletin boards
- Including our equal opportunity statement in the Company’s Guidebook which is disseminated to all employees
- Annual supervisory training

Potential employees will be informed of the Company’s policy through the following means:

- By including the words “Equal Opportunity Employer” or EOE in all advertisements and notices for job openings
- Sending notices to union affiliations
- Posting of equal opportunity notice on all company and job site bulletin boards

Except when precluded by valid bargaining agreements, the Company will conduct systematic and direct recruitment through public and private referral sources likely to yield qualified female and minority group applicants. This recruitment will be conducted by direct and personal contacts with female and minority organizations in the project area.

All union organizations with which the Company engages, including Laborers, Carpenters Operators, and Teamsters, will be informed of, and provided copies of this plan. They will be informed of the Company’s desire for them to implement our program and will be specifically asked to refer females and minority group employees for employment.

EOE M/F/VETS/Disabled



It is the Company's policy that wages, working conditions and employee benefits will be determined and administered on a non-discriminatory basis. The Company will conduct periodic reviews of wage rates, employee benefits, and promotional capabilities to assure they are administered in a non-discriminatory manner.

The Company's employees are provided the opportunity to address concerns and complaints through our Complaints procedure:

Any individual who believes that he/she as a member of a protected class, has been discriminated against based on race, color, national origin, sex, sexual orientation, gender identity, age, disability, religion, low income status, housing status or Limited English Proficiency in violation of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, and any other federal, state, or local nondiscrimination statute may submit a complaint. A complaint may also be submitted by a representative on behalf of such a person.

It is the Company's policy to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt corrective action when a claim has been substantiated. No one shall intimidate, threaten, coerce or engage in other discriminatory conduct against anyone because they have filed a complaint or participated in the investigation of a complaint. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure below.

Any individual who feels they have been discriminated against may submit a written or verbal complaint. The complaint may be communicated to any company supervisor or the EEO Officer. The complaint should be submitted in a reasonable amount of time, but within 180 days of the alleged discrimination. The individual may be requested to submit his/her account of the situation in writing. If necessary, the Company will gladly assist the individual.

The complaint should include the name, address and telephone number of the individual filing the complaint and a brief description of the alleged discriminatory conduct including the date(s) of the conduct. It should also include any additional relevant evidence, including names of witnesses and supporting documentation.

Complaints should be directed to:

Margaret Garner, EEO Officer
7661 N Perimeter Road, Suite 200
Indianapolis, IN 46241
317-616-4937
mgarner@milestonelp.com

EOE M/F/VETS/Disabled



Within 60 days of the receipt of the complaint a prompt and impartial investigation of the allegation based on the information provided will be conducted. A written report of the findings will be issued to the individual filing the complaint. The Company will strive to obtain an informal voluntary resolution to all complaints at the lowest level possible.

All complaints shall be kept confidential. The identity of the complainant shall be kept confidential except to the extent necessary to conduct the investigation.

Any individual who feels they have been discriminated against also has the right to file a formal complaint with any government agency (see list below) and/or seek private counsel for any complaint alleging discrimination.

Indiana Department of Transportation
Economic Development Division
100 N. Senate, Room N750
Indianapolis, IN 46204
Phone: (317)233-6511
Fax: (317)233-0891

Indianapolis District EEOC Office
101 West Ohio Street, Suite 1900
Indianapolis, IN 46204
Phone: (800)669-4000
Fax: (317)226-7953
TTY: (800)669-6820

Indiana Civil Rights Commission
100 N. Senate Avenue, Room N103
Indianapolis, IN 46204
Phone: (800)628-2909
Fax: (317)232-6560
TTY: (800)743-3336

This policy is not intended to preclude or restrict actions or communications that are protected or required by state or federal law. The terms set forth in this policy are intended to work in conjunction with, and do not replace, amend or supplement any terms of conditions of employment stated in any collective bargaining agreement. While the company strives for equitable representative of all its employees, this policy is not intended to favor certain individuals or groups or have the effect of excluding any individual or group.

Margaret Garner

HR Area Partner/EEO Officer

Date: April 8, 2022

EOE M/F/VETS/Disabled