



Sletten Construction Company
2501 E. University
Phoenix, AZ 85034
Telephone 602.273.1474
Fax 602.225.9237

Sletten, Inc.
1000 25th Street North
Great Falls, MT 59401
Telephone 406.761.7920
Fax 406.761.0923

Sletten Construction Company
1000 25th Street North
Great Falls, MT 59401
Telephone 406.761.7920
Fax 406.761.0923

Sletten Construction of Nevada, Inc.
5825 South Polaris Ave.
Las Vegas, NV 89118
Telephone 702.739.8770
Fax 702.739.9932

Sletten Construction Company
6202 W. Gowen Rd.
Boise, ID 83709
Telephone 208.658.9888
Fax 208.658.8626

Sletten Construction of Wyoming, Inc.
16 County Road 2 AB
Cody, WY 82414
Telephone 307.527.6515
Fax 307.527.6530

SLETTEN CONSTRUCTION COMPANY
P.O. Box 2467
Great Falls, MT 59403
406-761-7920
406-761-0923
mcohens@sletteninc.com

Valid January 1, 2016 – December 31, 2016

POLICY STATEMENT

It is the policy of this company, Sletten Construction Company, to assure that applicants are employed, and that employees are treated during employment, without regard to their age, marital status, sex, sexual orientation, gender identity, pregnancy, race, national origin, color, disability (mental or physical), creed, religion, culture, political belief, veteran status, social origin/ancestry or genetic information. Such action shall include: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship and/or on-the-job training.

Erik Sletten President/CEO
Company Officer and Title
December 21, 2015
Date

Equal Opportunity Employer

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The purpose of this procedure is to resolve issues at the lowest possible level. The failure of a complainant to report the alleged incident within ten (10) working days in no way precludes filing with other agencies within specified times, normally 180 days. Early reporting is encouraged, because management's ability to investigate and act on reports diminishes with time.

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURE

It is the policy of Sletten Construction Company to provide a complete and impartial system of investigation and corrective action concerning any and all alleged discrimination complaints against employees or applicants of this company. The following procedure will be made available to and discussed with all employees:

STEP 1: Any employee or applicant of Sletten Construction Company who feels he/she has been discriminated against may file a written or verbal complaint. The complaint may be communicated to any company supervisor or to the company EEO Officer. This communication should be made within ten (10) working days of the alleged incident. Complaint forms can be found on the company bulletin board.

STEP 2: For federal-aid highway projects, the firm's EEO Officer will forward a copy of the complaint report to the Montana Department of Transportation's Civil Rights Bureau within seven (7) days of the complaint's receipt by the company.

STEP 3: Within seven (7) days of the receipt of the complaint, the Company EEO Officer will meet with the affected persons in order to try and resolve the complaint. A conciliation conference will be held. Attendees at this conference should include, at a minimum, the complainant, the person against whom the complaint is filed and the Company EEO Officer.

STEP 4: If the complaint is resolved at the conciliation conference, a "Statement of Resolution" will be prepared and signed by the Company EEO Officer, the complainant and the person(s) against whom the complaint was filed. The "Statement of Resolution" will be specific in detailing any mutual agreement made by the respective parties involved.

STEP 5: For federal-aid highway projects, the Company EEO Officer will prepare a "Report of Investigation" at the conciliation conference which will be specific in detailing each step of his/her investigation. This report must include, but not be limited to: (a) a listing of all persons interviewed and results of those reviews; (b) minutes and results of the conciliation conference; (c) if appropriate, the signed Statement of Resolution. This Report of Investigation will be forwarded to the Montana Department of Transportation's Civil Rights Bureau, within fifteen (15) days from the date of the conciliation conference.

Notice should be given to other contracting agencies as appropriate.

For federal-aid highway projects, if the complaint cannot be resolved at the contractor level, the complainant or respondent (contractor) may request that the Civil Rights Bureau investigate the complaint. The Civil Rights Bureau will conduct its investigation and make recommendations to both parties within sixty (60) days after being asked to do so.

The complainant will be advised of his/her other avenues of complaint or appeal which are:

- Idaho Human Rights
317 West Main Street
Second Floor
Boise, ID 83735-0660
1-888-249-7026
FAX: 1-208-334-2664
- U. S. Equal Employment Opportunity Commission (EEOC)
Seattle Field Office-Federal Office Building
909 First Avenue, Suite 400
Seattle, WA 98104-1061
1-800-669-4000
FAX: 206-220-6911 TTY: 1-800-669-6820
- State or Federal Courts

The anti-discrimination laws give you a limited amount of time to file a charge of discrimination. In general, you need to file a charge within 180 calendar days from the day the discrimination took place.

Should the complaint not be on a Federal-aid highway project, the company EEO Officer Michelle Cohens mcohens@sletteninc.com shall inform the complainant of other proper avenues of appeal.

Erik Sletten President

December 21, 2015

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The Company EEO Officer for Sletten Construction Company is Michelle Cohens. She will effectively establish and administer the Company's Affirmative Action Program. She will have the meaningful backing and cooperation of Company management in order to effectuate a civil rights program. Open communication with minority group and female organizations will be established and maintained. She will provide training to project supervisory personnel relative to their EEO responsibilities and will perform complaint investigations as the need arises.

Erik Sletten President/CEO
Company Officer and Title

December 21, 2015
Date

mcohens@sletteninc.com
Email address of EEO Officer

Equal Opportunity Employer



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Employee Acknowledgement

I have read and understand the EEO policies as outlined in the EEO program.

Employee Name

Date

Project

Equal Opportunity Employer



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www.slettencompanies.com

EMPLOYEE DISCRIMINATION CLAIM FORM

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Telephone (602) 273-1474

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6202 West Gowen Road
Boise, ID 83709
Telephone (208) 658-9888

Sletten Construction of Wyoming, Inc.
3225 Big Horn Avenue
Cody, WY 82414
Telephone (307) 527-6515

Name: _____

Address: _____
(Street) (City)

(State & Zip) (Telephone)

The person/employer whom I believe has discriminated against me is:

Name: _____

Address: _____
(Street) (City)

(State & Zip) (Telephone)

Dates, location and/or project number of construction site where I believe the discrimination took place:

Cause of Discrimination:

- Age Parental/Marital Status
- Sex (including gender, maternity and gender identity)
- Race, National Origin or Color Creed, Culture or Religion
- Disability (physical or mental) Genetic Material
- Equal Pay/Compensation Retaliation
- Veterans Status Political Belief
- Social origin/Ancestry

Use the back of this form to briefly write the details of what happened. Be specific regarding names and dates.

(Signature of Complainant) (Date)

Equal Opportunity Employer