

MONOKO, LLC

1037 Peninsula Avenue
Tarpon Springs, FL 34689-2125
E-mail Address: MonokoLLC@aol.com

(727) 940-3244
(727) 279-8795 Fax

Submittal No.: 10, EEO & Affirmative Action Plan

Date: April 17, 2015

Vermont Department of Transportation
Northeast Regional Construction Office
Attn: Mr. Ron Gray
347 Emerson Falls Road, Suite 5
St. Johnsbury, VT 05819
(Phone) (802) 751-3295; (Cell) (802) 793-3161
(Fax) (802) 751-3297; Ron.Gray@state.vt.us

Description: Proposal/Contract Number: Bradford-Newbury IM BPNT (14)
Letting Date: 10/10/14; Award Date: 11/03/14
Project Description: Bridge Painting of Five Bridges
In the Towns of Bradford & Newbury, VT
Contract Amount: \$4,327,785.00; Completion Date: 08/26/16

Contractor: **MONOKO, LLC**

Reviewed & Approved By: *Keri Monokandilos*
Keri Monokandilos, Manager

Date: 04/17/2015

Engineer: Peter Hodgson, Resident Engineer
347 Emerson Falls Road, Suite 5
St. Johnsbury, VT 05819
802-748-2447; 802-793-1878 cell
pete.hodgson@state.vt.us
Mark.Sargent@state.vt.us

Revision:

**EQUAL EMPLOYMENT OPPORTUNITY AND
AFFIRMATIVE ACTION
PLAN**

(EEO/AA Policy & Plan)

of

**MONOKO, LLC
1037 Peninsula Avenue
Tarpon Springs, FL 34689
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monokollc@aol.com**

January 01, 2015

EEO/AA Policy Statement

It is the policy of Monoko, LLC to comply and cooperate to the fullest extent with all applicable regulations of the Equal Employment Opportunity Provisions of the Civil Rights Act of 1964, Executive Order 11246, the Rehabilitation Act of 1973 (29 U.S.C. 793), the American Disabilities Act (ADA) of June 26, 1990 and the Vietnam Era Veterans Readjustment Assistance Act of 1972, all as amended. This policy pertains, as far as the responsibility of Monoko, LLC., is concerned, to any arrangement under which employees, including trainees, are selected for work.

It is the policy of Monoko, LLC., not to discriminate against any employee or applicant for employment because of race, religion, color, age, sex, and national origin, disabilities or Vietnam Era and special Disabled Veterans status.

Monoko, LLC., will take affirmative action to assure an equal employment opportunity to all qualified persons, and employees are treated equally during employment without regard to their race, religion, color, age, sex, national origin, disabilities, or Vietnam Era and Special Disabled Veteran's status. Such action shall include but not be limited to:

1. Employment, upgrading, demotion, or transfer.
2. Recruitment and recruitment advertising
3. Layoff or termination
4. Rate of pay of other forms of compensation
5. Selection for training, including apprenticeship, pre-apprenticeship and/or on-the-job training

EEO OFFICER DUTIES:

It is the policy of Monoko, LLC, to continuously maintain the appointment of an Equal Employment Opportunity Officer (EEO Officer). The name and contact information for the EEO Officer will be communicated along with the policy. **Keri Monokandilos is the assigned EEO Officer for Monoko LLC.** The EEO Officer has the responsibility to effectively administering and promoting an active program of equal employment opportunity within the company. The EEO Officer will coordinate the EEO efforts of superintendents, supervisors, foreman and others in the position of hiring personnel.

Monoko, LLC's EEO Officer will make recommendations, where appropriate, to correct any deficiencies found in the Company's program. The EEO Officer will ensure that this policy and plan are being carried out.

EEO/AA PLAN

It is the policy of this Company that there not be any discrimination by virtue of race, religion, color, age, sex, national origin, disabilities or Vietnam Era and Special Veterans status, in the functions of hiring, placement, upgrading, transfer or demolition. In addition, there shall not be any discriminatory practices in recruitment, advertising, or solicitation for employment, rates of pay or other forms of compensation, selection for training including apprenticeship, layoff or termination or treatment during employment. Monoko, LLC has affirmative action obligations in hiring of minorities, females, disabled and veteran's applicants.

We will not use goals, timetables or affirmative action standards to discriminate against any person because of their race, religion, color, age, national origin, disabilities, or Vietnam Era and Special Disabled Veteran's status. The Company will not transfer minority or female employees or trainees from one Company to another or from project to project for the sole purpose of meeting goals.

Monoko, LLC., shall take specific actions to ensure equal opportunity. Our compliance with this policy and plan shall be based upon our efforts to achieve maximum results from our actions and we shall document our efforts fully. Monoko, LLC will implement specific affirmative action steps, at least as extensive as the following actions to ensure equal employment opportunity:

1. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all times and in all facilities at which our employees are assigned to work. Where possible, we will assign two or more women to each construction project. We shall specifically ensure that all foreman, superintendents and other on-site supervisory personnel are aware of and carry out our obligations to maintain such a working environment, with specific attention to minority or female individuals working at such facilities.
2. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when we have employment opportunities available and maintain a record of the organization's responses.

3. Maintain a current file of the names, address and telephone numbers of each minority and females off-the-street applicants or female referral from a union and minority or female referrals from a union, a recruitment source or community organization and of what action was taken with respect to each individual. If such individual was sent to the Union hiring hall for referral and was not referred back to the Company by the union or, if referred, not employed by the company, this shall be documented in the file with the reason therefore, along with whatever additional actions the Company may have taken.
4. Provide immediate written notification to the Director when the union with which we have a collective bargaining agreement have not referred to us a minority person or woman sent by us, or when we have other information that the union referral process has impeded our efforts to meet our obligations.
5. Develop on-the-job training opportunities and/or participate in training programs for the area with expressly include minorities and woman, including upgrading programs and apprenticeship and trainee programs relevant to the Company's employment needs, especially those programs that are funded or approved by the Department of Labor. We shall provide notices of these programs in the sources compiled under "2" above.
6. Disseminate the Company's EEO policy notice by providing notice to the unions and training programs and requesting their cooperation in assisting us in

meeting our EEO obligations; by including it in the company newspaper, annual report, etc.,; by specific review of the policy with all management personnel and with all minority & female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where work is performed.

7. Review, at least annually, the Company's EEO Policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel such as superintendents, general foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed and disposition of the subject matter.
8. Disseminate the Company EEO policy externally by including it in any advertising in the new media, specifically including minority and female news media and providing written notification to and discussing the company EEO policy with other contractors and subcontractors with whom the company does or anticipates doing business.
9. Direct our recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to female recruitment and training organizations serving

our recruitment area and our employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, we shall send written notification to organizations such as the above, describing the openings, screening procedures and test to be used in the selection process.

10. We shall encourage present minority and female employees to recruit other minority and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth, both on the site and in other areas of our workforce.
11. Validate all test; and other selection requirements where there is an obligation to do so under 41 CFP Part 60-3.
12. Conduct, at least annually, an inventory and evaluation of all minority and female personnel for promotional opportunities and encourage these employees to prepare for, through appropriate training, etc., such opportunities.
13. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory affect by continually monitoring all personnel and employment related activities to ensure that the EEO Policy and our obligations under these specifications are being carried out.

14. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilets and necessary changing facilities shall be provided to assure privacy between the sexes.
15. Document and maintain a record of all solicitations of offers for subcontractors from minority and female construction contractors and suppliers, including circulations of solicitations to minority and female contractor associations and other business associations.
16. Conduct a review, at least annually, of all supervisors' adherence to and performance under the company EEO policies and affirmative action obligations.

RECORDS:

Monoko, LLC will keep records to monitor all employment related activity to ensure that the company EEO policy is being carried out. Records shall, at least, include for each employee the name, address, telephone numbers, construction trade, union affiliation, if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice, trainee, helper, or laborer) dates and changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed.

REPORTING OF COMPLAINTS

If at any time, anyone feels he or she has been discriminated against because of sex, race, religion, color, age, national origin, disabilities or Vietnam Era and Social Disabled Veteran status, they should report this matter to the Company EEO Officer, whose name and contact information is communicated along with this policy.

The EEO Officer will investigate all complaints of alleged discrimination made to the company in connection with its contractual obligations. The EEO Officer will attempt to resolve such complaints, corrective actions to be taken and will then follow up actions taken and their affect. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective actions shall include such other persons.

Upon completion of each investigation, the EEO Officer will inform every complainant of all of his or her avenues of appeal. The addresses shown below are such avenues for appeals.

REPORT COMPLAINANTS TO:

Monoko, LLC's EEO Officer – Keri Monokandilos

U.S. DOT Dept. of Labor, Regional Director
Office of Federal Contract Compliance
61 Forsyth St., 8W, Rm 7875
Atlanta, Georgia (404) 562-2424

US Federal Highway Administration
117 N. Bronough St., Rm 2015
Tallahassee, FL. 32301
(850) 942-9650