



AFFIRMATIVE ACTION POLICIES & PLAN
HRV Conformance Verification Associates,
Inc.
An Equal Opportunity Employer

Revised February 2025 / April 2025



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Affirmative Action Policy

1.0 SCOPE

- 1.01 This procedure details the affirmative action policy used by HRV Conformance Verification Associates, Inc. within the 50 United States, the District of Columbia, Puerto Rico, Guam and the Virgin Islands.

2.0 POLICY

- 2.01 The Company shall extend equal and fair employment opportunity to all employees and applicants for employment.
- 2.02 This procedure shall be composed and deemed to be in compliance with the laws and regulation of the U. S. A. Procedures to encompass any State, County or Municipal laws or regulations not included in the U.S.A. laws or regulations shall be covered under separate procedure.
- 2.03 The Company shall assure that no person shall be discriminated against or be denied the benefits of any activity, program or employment process including those receiving public funds, in whole or in part, in the areas of race, color, national origin, ancestry, religion, creed, disability (mental or physical), age (40 and over), sex, sexual orientation, gender, gender identity, pregnancy, genetic status, criminal records (inquiries only), active military status, veteran status, or other protected class.

The aforesaid provision shall include, but not limited to the following: recruitment advertising, selection, promotions, termination or layoffs, compensation, selection for training and apprenticeship, benefits, employment upgrading, demotion, or transfers, reasonable accommodation.

- 2.04 This policy shall apply to all persons, particularly those that are members of the protected classes.
- 2.05 The Company shall implement, monitor and enforce this Affirmative Action Policy in conjunction with the applicable federal regulations and executive orders listed below and comply with the EEO contract provisions listed below:
- a. Civil Rights Act of 1964 as amended 1972
 - b. Equal Pay Act of 1963

- c. Civil Rights Act of 1992
- d. Presidential Executive Order 11246, as amended
- e. Title 23 U.S.C. 140
- f. Title 49 C.F.R. Part 23
- g. Age Discrimination in Employment Act of 1967
- h. Section 504 of the Rehabilitation Act of 1973
- i. Americans With Disabilities Act of 1990
- j. Family and Medical Leave Act of 1993
- k. Genetic Information Nondiscrimination Act of 2008
- l. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, [38 U.S.C. 4212](#), ("VEVRAA" or "Section 421)
- m. Specific Equal Employment Opportunity Responsibilities
- n. Required Contract Provisions Federal Aid Construction contracts.

2.06 In implementing this policy and ensuring that equal opportunity is being provided to protected class members, the Company should contact and request referrals from appropriate sources each time a hiring opportunity occurs. All employment advertising shall state that the Company is "An Equal Opportunity Employer M/F".

2.07 To substantiate the efforts made and the affirmative actions taken to provide equal employment opportunity, the Company shall maintain documentation such as referral request correspondence and copies of advertisements utilized in conjunction with the above sources.

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5.0 AFFIRMATIVE ACTION EMPLOYMENT PRACTICES

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4.0 DEFINITIONS

4.01 Affirmative action - means taking specific steps to eliminate discrimination and its effects, to ensure nondiscriminatory results and practices in the future and to involve minority business enterprises fully in contracts and programs.

- 4.02 Protected Class Members – a person who is a citizen or lawful permanent resident of the United States and who is identified as being Black, Hispanic, Asian American, American Indian, Women, Handicapped, Disables and/or Vietnam Veteran.

5.0 AFFIRMATIVE ACTION EMPLOYMENT PRACTICES

5.01 Dissemination of Policy

The Company's policy of non-discrimination shall be communicated to all levels of employees in the following manner:

Internal

- a. The Statement of Policy shall always be posted on all conspicuous bulletin boards and work locations where official notices are displayed. Such notices shall be posted in a position of prominence.
- b. Meetings shall be held with managerial personnel to clarify the intent of the policy and to outline at least semi-annually each manager's responsibilities in his/her role as an equal employment opportunity supervisor.
- c. The Statement of Policy shall be discussed in employee orientation and training programs. A summary of the key provisions shall be made available during employee orientation.
- d. The Plan shall be made available to employees via HRV Conformance Verification Associates, Inc. website <http://www.hrvinc.com> to inform them that violations may be addressed through HRV Conformance Verification Associate's Complaint Resolution Process.

External

- a. The public shall be notified of HRV Conformance Verification Associates, Inc. Plan through postings and publications. The Statement of Policy and a summary of the key provisions of the Plan shall be made available to the public upon request.
- b. A variety of recruitment sources shall be notified of HRV Conformance Verification Associates, Inc. Plan. These groups are encouraged to refer minorities, women, Vietnam-era veterans, and persons with disabilities for job openings.

- c. All communication with the public in regard to recruitment, jobs, interviews, and employment shall emphasize that HRV Conformance Verification Associates, Inc. is an EO/AA/VEV/Disabled employer.
- d. HRV Conformance Verification Associates, Inc. employment applications shall include a statement that it is an EO/AA/VEV/Disabled employer.
- e. Recruitment advertisements shall include a statement of HRV Conformance Verification Associates, Inc. commitment to the Plan.
- f. Job applicants may obtain a copy of HRV Conformance Verification Associates, Inc. Plan through a website on all job postings, and will be eligible to use the resolution process contained therein.

5.02 Implementation of Policy

a) Corporate Responsibility

The Diversity Director/EEO Officer shall be the Company executive charged with overall equal opportunity employment responsibility (EEO Officer).

The Diversity Director/EEO Officer shall be charged with the specific responsibility of coordination, implementation and development of a program of affirmative action. They shall be further responsible for assisting in the development of affirmative action programs for each major operation and for conducting periodic audits of such installations.

b) Recruitment

(1) The Company shall actively recruit qualified minority applicants in all job category vacancies and shall make special efforts to increase minority representation in those occupations which require higher levels of knowledge, skills and responsibilities.

(2) The Company, in addition to other means of recruitment shall list all employment openings at the appropriate local office of the State employment service system wherein the opening occurs. This clause does not apply to the listing of employment openings which occur and are filled outside of the 50 United States, the District of Columbia, Puerto Rico, Guam and the Virgin Islands.

c) Selection Standards

The Company shall periodically review its pre-employment processing, with particular emphasis on position requirements, testing and interviewing techniques in order to be certain that screening methods used, and qualifications established are directly related to valid position requirements, and that discrimination does not inadvertently intervene in this processing.

d) Change in Employment Status

(1) The Company shall consider qualified employees equally for promotion, without regard to race, color, national origin, ancestry, religion, creed, disability (mental or physical), age (40 and over), sex, sexual orientation, gender, gender identity, pregnancy, genetic status, criminal records (inquiries only), active military status, veteran status, or other protected class.

(2) Employee performance and progress shall be periodically reviewed. Minority employees as well as non-minority, and each employee shall be encouraged to improve their qualifications to enable them to be considered for promotion on a competitive basis.

(3) In the event of a reduction in work force, such reduction shall be administered consistent with Company policies and without regard to race, color, national origin, ancestry, religion, creed, disability (mental or physical), age (40 and over), sex, sexual orientation, gender, gender identity, pregnancy, genetic status, criminal records (inquiries only), active military status, veteran status, or other protected class.

e) Compensation and Benefits

(1) The Company's compensation and benefit programs shall be administered without regard to race, color, national origin, ancestry, religion, creed, disability (mental or physical), age (40 and over), sex, sexual orientation, gender, gender identity, pregnancy, genetic status, criminal records (inquiries only), active military status, veteran status, or other protected class.

(2) The Company's special programs shall be administered without regard to race, color, national origin, ancestry, religion, creed, disability (mental or physical), age (40 and over), sex, sexual orientation, gender, gender identity, pregnancy, genetic status, criminal records (inquiries only), active military status, veteran status, or other protected class.

- (3) All Company facilities shall be maintained on a non-segregated basis, except that separate bathroom (toilet) facilities may be provided for each sex.

f) Reporting

The Company may furnish all interested clients and governmental units with statistical data reflecting its progress under this plan. It may also furnish copies of its Affirmative Action Programs and copies of the EEO-I or data contained, therein in its latest update when requested.

6.0 COMPLAINT PROCEDURE

6.01 The Complaint Procedure shall address discrimination complaints regarding race, color, national origin, ancestry, religion, creed, disability (mental or physical), age (40 and over), sex, sexual orientation, gender, gender identity, pregnancy, genetic status, criminal records (inquiries only), active military status, veteran status, or other protected class. These individuals have the right to make full utilization of this Complaint Procedure without in any way jeopardizing their current or prospective employment status.

6.02 The components of the Complaint Procedure are:

- a) The Equal Opportunity Employment Officer shall receive all written complaints of discrimination. These may be direct from the employee or upon referral from a supervisor who has received a complaint from an employee.
- b) All discrimination complaints filed under this procedure shall be accepted for investigation up to and including thirty days after the date of the alleged discriminatory act.
- c) All complaints shall be in writing, signed and dated by the complainant. Upon receipt of a complaint by the EEO Officer, the EEO Officer will counsel the complainant as to the other avenues of redress open to complainant, i.e., the complaint procedure of the Commission on Human Rights.
- d) All complaints shall be investigated and processed by the Company's Equal Employment Opportunity Officer within thirty days after their receipt.
- e) The complainant shall be notified, in writing, by the Equal Employment Opportunity Officer regarding the results of the

investigation and the final disposition of the complaint, including any proposed remedial action.

- f) Should the complainant disagree with the Equal Employment Opportunity Officer's decision, the complainant may file a written appeal to the President of the Company. The President shall review the appeal with the Officers of the Company and issue a formal determination within 15 days from the receipt of the appeal.
- g) In the event of a complaint against the Equal Opportunity Employment Officer, complainants shall be advised to file the complaint with the President of the Company and to utilize the Commission 011 Human Rights and Opportunities complaint procedure.
- h) The complainant may file a complaint with any authorized federal or State agency at any point in the above process, subject to the applicable time limitations of those agencies.
- i) The Equal Opportunity Employment Officer shall endeavor to handle all discrimination complaint records and/or any counseling done in the course of the complaint procedure in as confidential a manner as possible.

Certified: Diversity Director/EEO Officer

Signature: 

Date: 02/24/2025

Telephone: 412-299-2000



Statement of Policy

The HRV Conformance Verification Associates, Inc. prohibits discrimination in employment on the basis of race, color, national origin, ancestry, religion, creed, disability (mental or physical), age (40 and over), sex, sexual orientation, gender, gender identity, pregnancy, genetic status, criminal records (inquiries only), active military status, veteran status, or other protected class.

I, **H. Rochelle Stachel**, **Owner/President** of HRV Conformance Verification Associates, Inc. recognizes that when the effects of employment practices, regardless of their intent, discriminate and create adverse impact against any group of people action must be taken to ensure that the Agency values employee Diversity, and affords equal opportunity through affirmative action.

Under the legal authority of: Massachusetts General Laws Chapter 151B; Executive Order 478; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Equal Employment Opportunity Act of 1972; the Civil Rights Act of 1992; Section 504 of the Rehabilitation Act of 1973; the Family and Medical Leave Act of 1993, Under the legal authority of: the Civil Rights Act of 1964 as amended 1972 Titles VI and Titles VII, Civil Rights Act of 1992, Presidential Executive Order 11246, as amended, Title 23 U.S.C. 140, Title 49 C.F.R. Part 23, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, Americans with Disabilities Act Amendments Act of 2008, Genetic Information Nondiscrimination Act of 2008 Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, [38 U.S.C. 4212](#), ("VEVRAA" or "Section 4212")

I commit myself and my employees, within the context of these laws, to ensure equitable participation of minorities, women, Vietnam Era Veterans and persons with disabilities in all of its daily operations. This policy applies to all employment practices and employment programs sponsored by this agency and the treatment of all employees and applicants for employment without unlawful discrimination as to race, color, national origin, ancestry, religion, creed, disability (mental or physical), age (40 and over), sex, sexual orientation, gender, gender identity, pregnancy, genetic status, criminal records (inquiries only), active military status, veteran status, or other protected class in all employment decisions, including but not limited to recruitment, selection, promotions, termination, transfers, layoffs, compensation, training and apprenticeship, benefits, upgrading, demotion, reasonable accommodation, and other terms and conditions of employment. The Agency shall review, investigate, and where necessary, initiate changes in its processes relative to facilities and programs accessible to the public, including the provision of reasonable accommodation for persons with disabilities.

I have designated **Sarah Fanks**, (a highly placed management official), as Diversity Director/EEO Officer to implement all elements of this Equal Opportunity/Affirmative Action (ED/AA) program. All management employees have personnel responsibility, and shall be designated specific tasks, relative to ensuring its successful implementation. All personnel shall be evaluated on the success of this program the same way as their performance is evaluated relative to other agency goals.

H. Rochelle Stachel, President

Date



Quality. Assured.



EMPLOYEE MANUAL

HRV Conformance Verification Associates, Inc.

An Equal Opportunity Employer

Revised February 2017

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CONFIDENTIALITY

Information that pertains to HRV Conformance Verification Associates, Inc.'s business, including all nonpublic information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by HRV Conformance Verification Associates, Inc.

Please help protect confidential information - which may include, for example, client lists and company financial information - by taking the following precautionary measures:

- Discuss work matters only with other HRV Conformance Verification Associates, Inc. employees who have a specific business reason to know or have access to such information.
- Do not discuss work matters in public places.
- Monitor and supervise visitors to HRV Conformance Verification Associates, Inc. to insure that they do not have access to company information.
- Destroy hard copies of documents containing confidential information that is not filed or archived.
- Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult an HRV Conformance Verification Associates, Inc. Human Resources representative.

CONFLICT OF INTEREST

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of HRV Conformance Verification Associates, Inc. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with HRV Conformance Verification Associates, Inc.
- Owning or having a significant financial interest in, or other relationship with, an HRV Conformance Verification Associates, Inc. competitor, client or supplier, and
- Accepting gifts, entertainment or other benefit of more than a nominal value from an HRV Conformance Verification Associates, Inc. competitor, client or supplier.

Anyone with a conflict of interest must disclose it to management.

DIVERSITY

Americans with Disabilities Act

It is HRV Conformance Verification Associates, Inc.'s policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. HRV Conformance Verification Associates, Inc. is committed to complying with the American with Disabilities Act of 1990, the Americans with Disabilities Amendments Act (ADAAA) of 2008 and its related Section 504 of the Rehabilitation Act of 1973. HRV Conformance Verification Associates, Inc. recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

Equal Opportunity Policy

HRV Conformance Verification Associates, Inc. provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, creed, religious belief, national origin, sex, ancestry, marital status, physical disability or blindness, veteran status, criminal record, mental disorder, age, sexual orientation, citizenship status, any other occupationally irrelevant criteria or any other category protected by federal, state and local

laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Policy Prohibiting Harassment and Discrimination

HRV Conformance Verification Associates, Inc. strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior

HRV Conformance Verification Associates, Inc. does not and will not tolerate any type of harassment of our employees, applicants for employment, or our clients. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or
- creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature,
- sexually related comments and joking, graphic or
- degrading comments about an employee's appearance
- or displaying sexually suggestive objects or pictures including cartoons and vulgar email messages, and
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of gender or sexual orientation.

Harassment by Nonemployees

HRV Conformance Verification Associates, Inc. will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including clients and suppliers.

Complaint Procedure and Investigation

HRV Conformance Verification Associates, Inc. is committed to providing the opportunity for any protected group member to voice and resolve any alleged infringement of Equal Opportunity or Affirmative Action rights that are assured through state or federal laws, executive orders and/or guidelines. Accordingly, HRV Conformance Verification Associates, Inc. has established a uniform grievance procedure that is known as the Resolution Process.

The Resolution Process may be used for allegations of adverse impact, maltreatment or harassment based on race, color, national origin, ancestry, sex, sexual orientation, disability or status as a Vietnam Era Veteran; allegations of failure to make reasonable accommodation for a person's disability; and/or any and all other issues arising from relevant laws and related to this Plan. The Resolution Process may be used by employees and applicants for employment.

Any employee who becomes aware of possible harassment, sexual harassment or other illegal discrimination against others should promptly advise the HR Director or any other appropriate member of management.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of harassment, sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Harassment Training

HRV Conformance Verification Associates, Inc. conducts annual training for all employees concerning their rights to be free from harassment, sexual harassment and other discrimination and steps they can take to stop it.

EMPLOYMENT

Employment at Will

You understand that your employment is "at-will" and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the CEO or other authorized representative(s) of HRV Conformance Verification Associates, Inc. has the authority to enter into a signed written agreement guaranteeing employment for a specific term. It is understood that employment with HRV is at the mutual consent of each employee and the company. Accordingly, while the company has every hope that the employment relationship will be mutually beneficial and rewarding, employees and the company acknowledge that the relationship is at will and each retain the right to terminate the employment relationship, at any time, with or without cause or prior notice. All other conditions of employment shall be in accordance with HRV's Employment Handbook, Safety and Health Program and any subsequent revisions or additions thereto.

This Manual is intended solely to describe the present policies and working conditions at HRV Conformance Verification Associates, Inc. This Manual does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state, and/or local laws will take precedence over HRV Conformance Verification Associates, Inc. policies, where applicable. Any employment relationship other than at will must be set out in writing and signed by HRV Conformance Verification Associates, Inc.'s President.

Employee Classification Categories

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

The definitions of the worker classification categories can be summarized as follows:

Exempt: Management, supervisory, professional, sales or administrative employees, whose positions meet FLSA standards, are exempt from overtime pay requirements.

HRV Data Survey

Data Survey

HRV employment decisions are made without regard to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, or any other occupationally irrelevant criteria. We comply with all applicable laws governing employment practices and do not discriminate on the basis of unlawful criteria.

Due to federal reporting obligations, we ask that you complete the following survey. Providing this information is VOLUNTARY. If you select "Decline to Answer" (at the bottom of the form), you will NOT be subject to any adverse employment action. The information will be kept confidential and utilized in compliance with appropriate laws and regulations. This information will not be used as the basis for any adverse employment decision.

Reasonable Accommodation

In the event you believe there is a reasonable accommodation that will assist you in performing the essential functions of the job, please contact your manager or Human Resources.

Self-Identification

(When reported, data will not identify any specific individual.)

Gender Identification

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female

Racial or Ethnic Group

<input type="checkbox"/>	Hispanic or Latino
<input type="checkbox"/>	White (Non-Hispanic or Latino)
<input type="checkbox"/>	Black or African American (Non-Hispanic or Latino)
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander (Non-Hispanic or Latino)
<input type="checkbox"/>	Asian (Non-Hispanic or Latino)
<input type="checkbox"/>	American Indian or Alaska Native (Non-Hispanic or Latino)
<input type="checkbox"/>	Two or More Races (Non-Hispanic or Latino)

Veteran Status

<input type="checkbox"/>	Protected Veteran*
<input type="checkbox"/>	N/A

* You are a "Protected Veteran" under Section 4212 if you belong to one of the categories of veterans described below. If you're still unsure, refer to the Department of Labor's PDF "Am I a Protected Veteran?"

https://www.dol.gov/sites/dolgov/files/ofccp/posters/Infographics/files/ProtectedVet-2016-11x17_ENGESQA508c.pdf

Disabled Veteran (A veteran of the U.S. military, ground, naval or air service who is entitled to compensation, or who but for the receipt of military retired pay would be entitled to compensation, under laws administered by the Secretary of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.)
Other Protected Veteran (Veterans who served on active duty in the U.S. military during a war or campaign or expedition for which a campaign badge is awarded.)
Armed Forces Service Medal Veteran (Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.)
Recently Separated Veteran (Veterans within 36 months from discharge or release from active duty.)

Decline to Answer

<input type="checkbox"/>	I am declining to self-identify.
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Voluntary Self-Identification of Disability

Form CC-305
Page 1 of 1

OMB Control Number 1250-0005
Expires 04/30/2026

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

- Yes, I have a disability, or have had one in the past
No, I do not have a disability and have not had one in the past
I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

For Employer Use Only

Employers may modify this section of the form as needed for recordkeeping purposes.

For example:

Job Title:

Date of Hire:



Complaint Resolution Process

HRV Conformance Verification Associates, Inc. is committed to providing the opportunity for any protected group member to voice and resolve any alleged infringement of Equal Opportunity or Affirmative Action rights that are assured through state or federal laws, executive orders and/or guidelines. Accordingly, HRV Conformance Verification Associates, Inc. has established a uniform grievance procedure that is known as the Resolution Process.

The Resolution Process may be used for allegations of adverse impact, maltreatment or harassment based on race, color, national origin, ancestry, religion, creed, disability (mental or physical), age (40 and over), sex, sexual orientation, gender, gender identity, pregnancy, genetic status, criminal records (inquiries only), active military status, veteran status, or other protected class; allegations of failure to make reasonable accommodation for a person's disability; and/or any and all other issues arising from relevant laws and related to this Plan. The Resolution Process may be used by employees and applicants for employment.

A person who chooses to use the Resolution Process is not precluded from filing a complaint or grievance with any other appropriate agencies or authorities. Anyone using the Resolution Process shall be informed that any discovered information that could constitute a violation of anti-discrimination laws should be referred to the Equal Employment Opportunity Commission ("EEOC") and/or other appropriate state or federal authority.

A charge must be filed with EEOC within 180 days from the date of the alleged violation in order to protect the charging party's rights. The 180-day filing deadline may be extended to 300 days if the charge is also covered by a state or local anti-discrimination law. For more information contact the EEOC at <https://publicportal.eeoc.gov/Portal/Login.aspx>

Title VII is an anti-discrimination law based on the Civil Rights Act of 1964, as amended, that prohibits discrimination in employment on the basis of race, color,

national origin, ancestry, religion, creed, disability (mental or physical), age (40 and over), sex, sexual orientation, gender, gender identity, pregnancy, genetic status, criminal records (inquiries only), active military status, veteran status, or other protected class. Title VII was designed as a broad remedial measure, rather than a punitive statute, to seek to remedy discrimination through conciliation and cooperation. For more information about discriminatory practices under Title VII refer to <https://www.eeoc.gov/overview> .

Procedure

The Civil Rights Officer is responsible for implementing and monitoring HRV Conformance Verification Associates, Inc. Resolution Process. While doing so, s/he makes and preserves records of complaints, and ensures that applicable laws, regulations and rules concerning confidentiality and privacy are respected. The Resolution Process shall be made available to all employees on the company website.

The Resolution Process

HRV Conformance Verification Associates, Inc. has informal and formal procedures for employees who believe they have experienced or are experiencing unlawful discrimination or harassment. HRV Conformance Verification Associates, Inc. takes all allegations of unlawful discrimination and harassment seriously and will move swiftly to respond to them. A complaint should be filed within 180 calendar days of the incident(s) giving rise to the complaint.

The Informal Process

HRV Conformance Verification Associates, Inc. informal process is one option available to employees to resolve complaints. The initial step in the process is reporting the behavior as soon as possible. While some situations may be appropriately resolved through informal means, others may require immediate action and will be resolved only through the formal process.

Step 1: Employees should speak to the civil rights officer located at 420 Rouser Road, Suite 400, Moon Twp., PA 15108.

Step 2: The civil rights officer shall make every effort to resolve the matter informally. For example, informal resolution may take the form of meetings with the

employee bringing the complaint, with the person against whom the complaint is brought; and with other parties, as appropriate, or some other mutually agreeable course of action to resolve the complaint.

Step 3: Should the matter not be resolved to the satisfaction of the employee bringing the complaint within sixty days, the employee may request that a formal investigation be initiated. If more time for discovery is needed HRV Conformance Verification Associates, Inc. may extend the time provided.

The Formal Process

HRV Conformance Verification Associates, Inc.'s formal process is another option available to employees to resolve complaints.

Step I - Complaint Intake- ONE WEEK

The Complainant contacts the Civil Rights Officer that s/he has a grievance. The Civil Rights Officer conducts an intake interview. The Complainant is informed s/he may wish to pursue other avenues of recourse. Complainant and Civil Rights Officer agree to try to achieve a resolution within four weeks. At the end of the interview the Civil Rights Officer assists the Complainant in submitting a written summary of the complaint, including a statement of desired relief. The Civil Rights Officer then logs the complaint.

Step II – Investigation- FOUR WEEKS

The Civil Rights Officer conducts an informal investigation and negotiates with the Complainant and other relevant parties in an attempt to achieve resolution. The Civil Rights Officer develops resolution options. Within four weeks the Civil Rights Officer and Complainant meet to discuss the status of the complaint.

Step III - Resolution- SIX WEEKS

The Civil Rights Officer may devise resolution options to present to the Complainant. At the end of six weeks (or sooner) the Civil Rights Officer and the Complainant meet to present the recommended actions. The final decision shall be in writing and include a statement of reasons for the decision, including a determination of each issue of fact of law necessary to the decision.



HRV Conformance Verification Associates, Inc. - Workforce Summary Report

Period Ending 04/19/2025

EEO4 Category	Grand Total	** MALES **						** FEMALES **								Minority Total	%
		White	Black	Hispanic	Asian	Native Am	Not Known	Total	%	White	Black	Hispanic	Asian	Native Am	Not Known		
Officials and Administrators	15	9	0	0	0	0	0	6	0.4	4	1	1	0	0	0	2	13.3%
Professionals	0	0	0	0	0	0	0	0	#DIV/0!	0	0	0	0	0	0	0	#DIV/0!
Technicians	76	66	4	2	0	1	0	3	3.9%	3	0	0	0	0	0	7	9.2%
Office/Clerical	5	2	0	0	0	0	0	3	60.0%	3	0	0	0	0	0	0	0.0%
Skilled Craft	0	0	0	0	0	0	0	0	#DIV/0!	0	0	0	0	0	0	0	#DIV/0!
Service Maintenance	0	0	0	0	0	0	0	0	#DIV/0!	0	0	0	0	0	0	0	#DIV/0!
TOTALS:	96	77	4	2	0	1	0	12	12.5%	10	1	1	0	0	0	9	9.4%



2025 HRV MINORITY AND FEMALE REFERRAL PROCESS

HRV's website includes a "Careers" page where all open positions are advertised. This section of the website is sourced automatically by various diversity job boards including:

- Abilityjobs.com
- Diversity.jobs
 - talentally.com
 - diversity.com
- ebenefits.va.gov
- US.jobs
- dol.gov/agencies/vets

Additionally, through Direct Employers, all Job Orders advertised on HRV's Careers page is sent automatically to the appropriate participating State Career Center.

Flyers are sent to minority and female employees asking for qualified referrals.

Annually a letter is sent to 40+ Minority Recruitment Resources (MRR) with a list of the most commonly hired positions at HRV and the required qualifications for each position with a letter stating the recruitment point of contact at HRV. Any qualified candidate from an MRR who expresses interest is identified in our Talent Management Database as a minority referral.

HRV is also an active member of Southwestern Pennsylvania Engineering Outreach (SPEO), which provides regional opportunities, guidance and mentoring to existing and new minority and women-owned engineering firms. HRV also posts for regional jobs on their diversity job listings site as well.



DISSEMINATION OF POLICY

HRV Conformance Verification Associates, Inc. "HRV" is commitment to equal employment opportunity and affirmative action shall be communicated in the following ways:

2.1 INTERNAL

- (1) The Statement of Policy shall always be posted on all conspicuous bulletin boards and work locations where official notices are displayed. Such notices shall be posted in a position of prominence.
- (2) Meetings shall be held with managerial personnel to clarify the intent of the policy and to outline at least semi-annually each manager's responsibilities in his/her role as an equal employment opportunity supervisor.
- (3) The Statement of Policy shall be discussed in employee orientation and training programs. A summary of the key provisions shall be made available during employee orientation.
- (4) The Plan shall be made available to employees via HRV's website (<http://www.hrvinc.com>) to inform them that violations may be addressed through HRV's Complaint Resolution Process.

2.2 EXTERNAL

- (1) The public shall be notified of HRV's Plan through postings and publications. The Statement of Policy and a summary of the key provisions of the Plan shall be made available to the public upon request.

- (2) A variety of recruitment sources shall be notified of HRV's Plan. These groups are encouraged to refer minorities, women, Vietnam-era veterans, and persons with disabilities for job openings.
- (3) All communication with the public in regard to recruitment, jobs, interviews, and employment shall emphasize that HRV is an EEO/AA/VEV/Disabled employer.
- (4) HRV employment applications shall include a statement that it is an EEO/AA/VEV/Disabled employer.
- (5) Recruitment advertisements shall include a statement of HRV's commitment to the Plan.

Job applicants may obtain a copy of HRV's Plan through a website on all job postings and will be eligible to use the resolution process contained therein.