



AFFIRMATIVE ACTION PROGRAM

POLICY NUMBER:
HR 100

EFFECTIVE DATE:
MAY 1, 2018

POLICY STATEMENT

I. PURPOSE

This policy is implemented to comply with Executive Order 11246 and all subsequent amendments. The Company will take affirmative action in providing equal employment opportunities to all applicants and employees without regard to age, gender, race, religion, sexual orientation, gender identity, color, national origin, disability, veteran status, genetics or any other personal characteristics determined to be a protected category under applicable state/federal law.

II. SCOPE

This policy applies to all employees.

III. APPLICABILITY

- A. The Equal Employment Opportunity policy has been and is applicable to all terms and conditions of employment, including compensation, training, education, tuition assistance, opportunities for advancement, layoffs or social and recreational programs, except where bona fide occupational qualifications or statutory requirements must be complied with.
- B. Compensation – Many factors are taken into consideration in the area of compensation. Among these are ability, past experience, performance levels, etc., but not personal characteristics identified in the EEO policy.
- C. Contracts – All labor agreements entered into by the Company will contain a non-discrimination clause that is in compliance with federal guidelines relating to employment or membership practices.
- D. Facilities – All company facilities will continue to be operated on a non-segregated, non-discriminatory basis.
- E. Promotional Opportunities – It has been the long established practice and policy of the company to promote qualified employees to positions of greater responsibility within the company without regard to age, gender, race, religion, sexual orientation, gender identity, color, national origin, physical or mental disability, veteran status, genetics or any other personal characteristic identified in the company EEO policy. Those job openings in supervisory ranks and higher skill requirement positions are generally filled by employees working in other positions. Exceptions are made when adequately qualified individuals are not found within our present work force. Outside recruiting will be accomplished without regard to age, gender, race, religion, sexual orientation, gender identity, color, national origin, physical or mental disability, veteran status, genetics or any other personal characteristic identified in the company EEO policy.

IV. PROCEDURE

- A. The President & CEO, Region Presidents or Presidents will reaffirm the support of the Affirmative Action Plan.
- B. All employment advertisements placed in any publication will contain the phrase “Knife River is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, disability, or protected veteran status.”
- C. Posters required by State and Federal agencies regarding Equal Employment Opportunities will be posted in each building that houses a Company office.

- D. When an open position occurs the hiring manager will work together with Human Resources to form a recruiting plan. The company's continued policy of Equal Employment Opportunity will be communicated to all recruiting sources and they will be encouraged to refer qualified candidates for job openings.
- E. Each operating company will maintain an Affirmative Action Plan. Included in this file will be the following:
 - 1. A copy of the most recent Affirmative Action Placement Goals.
 - 2. A copy of the letter affirming the President's support of Affirmative Action.
 - 3. Reference to a list of minority recruiting sources maintained on the company on-line recruitment tool.

V. **ADMINISTRATION**

- A. The President and Chief Executive Officer (CEO) is responsible for establishing this policy. Administration of the policy is the responsibility of the Vice President of Administration. Requiring compliance with this policy is the responsibility of all AA officers, officers, directors, managers and supervisors (management). It is also the responsibility of management to ensure that policies are accessible to all employees.
- B. It is the responsibility of each AA officer, officers, directors, managers and supervisors (management) to provide Equal Opportunity in the matters of hiring, training, work assignments, promotions, salary, transfers and other conditions of employment.
- C. It is the responsibility of each employee to cooperate with management and fellow employees to bring about the continued success of the Affirmative Action Plan.

REVIEWED: Nancy Christenson
Vice President – Administration

DATE: 5/8/2018

APPROVED: Dee Dee Baum
President & CEO

DATE: 5/8/18