

# M.D. MILLER CO., INC.

EEO Employee Handbook

MD MILLER CO INC 705 E Ordnance Rd Suite 108 Baltimore Md 21226

M. D. MILLER CO., INC. t/a THE MARKSMEN COMPANY  
EQUAL EMPLOYMENT OPPORTUNITY POLICY  
AFFIRMATIVE ACTION PLAN

I. Purpose of Equal Employment & Affirmative Action Plan & Statement of Policies

A. Purpose of Plan

The purpose of MD Miller Co.'s Equal Employment & Affirmative Action Plan is to describe the application of key policies and procedures to assure the right of all persons to work and to advance on the basis of ability. This plan has been developed for the following purposes:

1. To achieve the full use and equal treatment of minority groups and women at all levels and in all sectors of the work force;
2. To ensure compliance with applicable equal employment laws and government relations;
3. To set forth mandatory steps to be taken at all MD Miller Co. locations to maintain the existence of equal employment and affirmative action policies throughout the Company.

II. Statement of Policies

Equal Employment – It is the policy of MD Miller Co to make no distinction in treatment, hiring, or advancement of applicants or employees on the basis of race, religion, color, sex, age, national origin, handicap status, Vietnam era, disabled veterans status, or any other basis prohibited by law.

Affirmative Action – MD Miller Co Board of Directors, President, and all other officers of the Company will affirmatively implement all policies and procedures in the Plan with regard to women, minorities, and protected class individuals and will regard those policies and procedures as project contract requirements.

II. Dissemination of the Plan and Policies

A. Internal

The Marksmen Co. will communicate to each executive manager, supervisor, and foreman this plan and its equal employment and affirmative action policies through the following procedures:

1. The company will give to any employee a copy of this plan.
2. The existence and requirements of the Plan will be communicated to all employees from time to time through such internal publications as may be appropriate.
3. A copy of the Statement of Policies will be given to all applicants for employment upon their request.
4. Implementation of the Plan will be discussed during management staff meetings.

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5. Periodically, the Equal Employment Opportunity Officer will meet with each manager to give them assistance implementing the plan.
6. Posters and policies relevant to the Plan will be displayed in conspicuous places where employees are located and particularly, in employment areas.

MI. External

MD Miller Co will communicate the Plan and Statement of Policies to the public by the following procedures:

1. Recruiting sources such as personnel agencies, community organizations, colleges, and training institutions will be informed of the basic aims of the Plan and the Statement of Policies.
2. Advertisements for employment will be placed in news media chosen to reach qualified applicants, including minorities, women, and handicapped persons. All employment advertisements will contain the phrase “an Equal Opportunity Employer” or “E.O.E.”.
3. The Company’s recruitment and hiring practices will include:
  - (a) the avoidance of any help-wanted advertising in sex-segregated columns in newspapers or other publications.
  - (b) the avoidance in recruitment letters or other materials of any reference to “male” or “female” or any indication of preference for men or women in certain jobs.

III. Administration

A. Responsibility

The Marksmen Co. Board of Directors has the overall responsibility for the policies included in this plan. The President of the Company has the primary responsibility for the successful implementation of the plan.

The President has appointed Travis Roop to be the Company’s Equal Opportunity Officer with the delegated responsibility for program planning, direction, and operation.

B. Duties of the Equal Opportunity Officer

1. Manages, coordinates, supervises, and integrates day to day operations and activities in implementing the Plan at all the sites of the Company;
2. Develops programs and policies for securing compliance at all Company locations with Equal Employment Opportunity and Affirmative Action Policies of the Company;
3. Reviews employment practices as required to determine whether any current policies serve to bar handicapped individuals from employment;
4. Reviews all qualification requirements to assure that they are job related, are consistent with job necessity and sage performance on the job;
5. Directs compliance reviews and investigations of complaints of discrimination.

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IV. Utilization and Work Force Analysis

A. Utilization Analysis

The purpose of the utilization analysis is to identify job classifications within The Marksmen Co.'s work force in which minorities and women are being under-utilized. The utilization analysis will include an examination of The Marksmen Co.'s work force and a comparison of the availability of minorities, women, and handicapped persons in the job classification and geographic areas where MD Miller Co can recruit

In determining if minorities and women are under-utilized in any of MD Miller CO.'s job classifications, the Equal Opportunity Officer shall evaluate the following factors:

1. The minority and female populations of the area surrounding MD Miller CO and their proportion to the total;
2. The size of the minority and female unemployment force in the area surrounding MD Miller CO;
3. The general availability of minorities and women having the requisite skills for the job classifications involved;
4. The number and percentage of minorities and women applying for employment.

B. Work Force Analysis

The Equal Opportunity Officer will develop an analysis of job titles and job classifications held by minorities and women which shall include a listing of each job title including the wage rate or salary range, as it appears on Md Miller CO payroll records, ranked from the lowest paid to the highest paid within each organizational unit and the total number of incumbents by sex and minority group in each job title.

C. Identification of Problem Areas

The Equal Opportunity Officer will be responsible for the periodic analysis of the entire employment process in order to identify problem areas. Among the subjects covered will be:

1. The recruitment process;
2. Concentration of women and minorities in various job titles and job classifications;
3. Selection standards and procedures;
4. Transfer and promotion policies;
5. Administration and validity of all tests for employment and promotional purposes;
6. Upward mobility systems, promotions, and training;

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7. Termination and disciplinary actions;
8. Utilization of qualified handicapped persons.

MI. Goals and Timetables

The final process in the utilization and work force analysis is the formulation of goals and timetables for employment of minorities and women. MD Miller Co will use the following process in establishing goals and timetables:

1. A goal will be established when the percentage of total minorities and women in a job classification within MD Miller Co is lower than the total percentage of minorities and women available in that job classification within the surrounding labor market area.
2. The goal will be stated as a percentage of the total employees in the job classification and will be equal to the percentage of minorities and women available for work in the job classification in the surrounding labor market area.
3. For each job classification with a goal, a specific timetable will be established for reaching the goal in the minimum feasible time period.

MII. Execution of the Equal Employment Opportunity Program

A. Recruitment

MD Miller Co will actively seek minorities, women, and handicapped persons for employment. The following techniques will be used to ensure that personnel practices of the Company are not discriminatory:

1. The Company will analyze and review recruitment procedures for each job title to identify and eliminate discriminatory barriers;
2. The Company will establish objective measures to analyze and monitor the recruitment process.
3. Recruitment sources will be listed to ensure that the Company is making contact with recruitment sources that provide the widest range of applicants.

B. Selection Standards and Procedures

1. MD Miller Co will carefully review and evaluate every step of its hiring process to ensure that the job requirements, hiring standards, and methods of selection and placement do not discriminate, are job related, and contribute to the goals of this plan.
2. Having identified handicapped status, reasonable accommodation to the known physical or mental limitation of an otherwise handicapped applicant will be made unless it can be shown that such accommodations would impose undue hardship for the project.

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C. Upward Mobility, Promotions, and Training

In order to assure the absence of discrimination against the employment of minorities, women, and handicapped persons in all the positions, MD Miller Co will review all practices – both formal and informal – affecting promotions and training opportunities. The following procedures will be used, developed, and implemented in order to ensure compliance:

1. Employees will be informed of all job opportunities.

CI. Layoffs, Discharge, Demotion, and Disciplinary Action

The standard for deciding when an employee will be terminated, demoted, or disciplined will be the same for all employees of the company and will not be applied differently for minorities, women, and handicapped persons.

VI. Audits and Reports

MD Miller Co will monitor appropriate personnel records and reports to ensure a policy of equal opportunity and to ensure compliance with company goals and timetables.

VII. Subcontractors, Consultants, & Services

The Marksmen Co. recognizes its responsibility in the areas of equal opportunity and affirmative action with respect to subcontractors, consultants, and companies which supply materials and services to our company. The E.E.O. Officer will develop and implement policies and procedures to ensure that those responsibilities are being met.

A. Utilization of Women and Minority Enterprises

It is the policy of MD Miller Co that women and minority business enterprises shall have a maximum practicable opportunity to participate in the performance of all contracts.

1. MD Miller Co will establish policies and procedures that will enable women and minority business enterprises to be considered fairly as subcontractors and suppliers under all contracts.

In this connection:

- (a) The Company will develop and implement policies and procedures to recruit and give equal consideration to women and minority firms and consultants to provide personal services or supplies to the Company;
- (b) The Company will develop a listing of women and minority firms that provide services for which the Company normally contracts;
- (c) When the Company contemplates subcontracting activities a good faith effort will be made to utilize women and minority firms and subcontractors to 15% of the total dollar amount of the contract;

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- (d) MD Miller Co will not use a facility or any portion thereof that segregates because of race, religion, color, age, national origin, or sex. Further, the Company will not sponsor, endorse, or contribute to any organization or establishment that excludes minorities, women, and handicapped persons.

MI. Statement of Commitment

It is the policy of MD Miller Co to provide equal employment opportunity in all employment practices including but not limited to recruitment, advertising, hiring, layoff, rate of pay, training, termination, upgrading, demotion, transfer, fringe benefits, and use of facilities without discrimination because of race, color, sex, age, religion, national origin, handicapped status, Vietnam era, disabled Veteran status, or any other basis prohibited by law. This plan will be updated and revised to reflect experience, changes in law and regulations, and better understanding of effective approaches that will ensure equal employment opportunities for all.

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Mark D. Miller  
President



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Travis Roop  
Equal Opportunity Officer

5/19/2023  
Date