



**EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION  
STATEMENT OF POLICY**

It is, has been, and will continue to be the policy of McKim & Creed, Inc. to provide equal employment opportunity without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, and status as a protected veteran or individual with a disability or any other legally protected status. Further, it is the policy of this Company to undertake affirmative action in compliance with all federal, state, and local requirements. I wish to take this opportunity to issue a formal reaffirmation of this policy and to assure each applicant, employee and party with whom we do business of my personal commitment to our equal opportunity and affirmative action objectives.

It is the policy of the McKim & Creed, Inc. to hire well-qualified people to perform the many tasks necessary in providing high quality products and services at a reasonable cost. An integral part of this policy is to provide equal employment opportunity for all persons by administering recruitment, hiring, training, promotion, compensation, benefits and privileges of employment, appointments for advancement (including upgrading and promotion), transfers, relocations, social and recreation programs, and terminations of employment (including layoffs and recalls) for all employees without discrimination because of race, color, religion, national origin, sex, sexual orientation, gender identity, age, and status as a protected veteran or individual with a disability, or any other legally protected status. To further the principle of equal employment opportunity, all employment decisions of McKim & Creed, Inc. are based only on valid job-related requirements.

Harassment, retaliation, coercion, interference, or intimidation of an employee due to an employee's race, color, religion, national origin, sex, sexual orientation, gender identity, age, status as an individual with a disability or protected veteran status, military membership, application, obligation or other legally protected status is strictly forbidden. Such activity should be reported to an employee's manager, the Equal Opportunity Coordinator immediately. Every employee at McKim & Creed, Inc. is responsible for furthering the implementation of this policy.

Additionally, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may engage in filing a complaint, assist in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO Law.

A system to audit, report, and monitor the achievements and goal attainment set forth in the McKim & Creed, Inc.'s Affirmative Action Program has been established and results will be reported to the top management of McKim & Creed, Inc. on at least an annual basis.

As President and Chief Executive Officer, I retain the overall responsibility for McKim & Creed, Inc.'s Equal Employment Opportunity and Affirmation Action Programs. The administration and implementation of these important programs for women, minorities, individuals with disabilities, and protected veterans are the responsibility of Jennifer Ciccone, the Equal Opportunity Officer. I ask that each manager and supervisor join me in full support of the principles of equal opportunity and affirmative action. Violation of this policy is a disciplinable offense.

  
A. Street Lee, PE  
President, CEO & COO  
McKIM & CREED, INC.

8/15/22  
Date

  
Barbara Johnson  
Equal Opportunity Coordinator  
McKIM & CREED, INC.

8-15-22  
Date

**THE COMPANY'S AFFIRMATIVE ACTION PROGRAMS FOR INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS IS AVAILABLE FOR REVIEW IN THE HUMAN RESOURCES OFFICE UPON REQUEST DURING BUSINESS HOURS**