

ProVen Management, Inc.
EEO Policy Statement for Veterans and People with Disabilities

It is the policy of ProVen Management, Inc. (PMI) not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran (*i.e.*, disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of PMI to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants of PMI will not be subject to harassment on the basis of disability or status as a protected veteran. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law regarding individuals with disabilities or protected veterans is prohibited.

As President of PMI, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected the Human Resources Manager as the Equal Employment Opportunity (EEO) Manager for PMI. One of the HR Manager's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of PMI's programs.

In furtherance of PMI's policy regarding Affirmative Action and Equal Employment Opportunity, PMI has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that PMI is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the Human Resources Department. Interested persons should contact the HR Manager at 510-671-0000 for assistance.

Alan Varela, President
May 1, 2015

This policy is to be hung up in a well-traveled location and within the employees break room where employees and applicants can read it without being monitored by management.