

THE RIGHTER COMPANY, INC.
APPLICANT DATA RECORD

Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, creed, sex, national origin, ancestry, age, marital or veteran status, or non-job-related medical condition or handicap. Our Company strives to comply with government regulations and meet its affirmative action responsibilities.

For the sole purpose of helping us comply with government recordkeeping, reporting and other legal requirements, we ask you please to complete and sign this record. This data is used only for periodic government reporting and will be kept in a confidential file separate from employment applications and individual personnel records.

Name: _____ Phone No.: _____

Address: _____

Position Sought: _____ Sex _____ Male _____ Female _____

Referral Source: _____ Advertisement _____ Friend _____ Relative _____ Walk-in _____
_____ Employment Agency _____ Other _____

Race/Ethnic Group: _____ White _____ Black _____ Hispanic _____ American Indian/Alaska Native _____
_____ Asian/Pacific Islander _____ Other _____

Please check if any of the following are applicable:

_____ Protected Veteran Status _____ Disabled Veteran

_____ Handicapped Individual - Please Explain: _____

Date: _____ Signature: _____

THE RIGHTER COMPANY, INC.

APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

SOCIAL SECURITY NO. _____ DATE OF APPLICATION _____

NAME _____
(Last Name) (First Name) (Middle Initial)

ADDRESS _____
(Street) (City) (State) (Zip Code)

TELEPHONE (____) _____

POSITION DESIRED _____ WAGE DESIRED _____

CURRENTLY EMPLOYED? _____ WHEN CAN YOU START? _____

EDUCATION	NAME & LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE ?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE/BUSINESS SCHOOL				

GENERAL:

U.S. MILITARY OR NAVAL SERVICE _____

NATIONAL GUARD OR RESERVES _____

DO YOU HAVE A VALID DRIVER'S LICENSE? _____ CHAUFFEUR'S LICENSE? _____

LICENSE NUMBER _____ STATE _____

(M.I.)

(First)

(Last Name)

EMPLOYMENT EXPERIENCE

(Start with your present or last job.)

1.

Employer:	Dates Employed From To	Work Performed:
Address:		
Telephone Number(s):	Hourly Rate/Salary Starting Final	
Job Title:		
Supervisor:	Reason for Leaving:	

2.

Employer:	Dates Employed From To	Work Performed:
Address:		
Telephone Number(s):	Hourly Rate/Salary Starting Final	
Job Title:		
Supervisor:	Reason for Leaving:	

3.

Employer:	Dates Employed From To	Work Performed:
Address:		
Telephone Number(s):	Hourly Rate/Salary Starting Final	
Job Title:		
Supervisor:	Reason for Leaving:	

Do you have any physical, mental or medical impairment or disability that would limit your job performance for any other positions for which you might have an interest within the Company, should the position for which you are applying become no longer available or work decline in that particular occupation at the Company?

_____ Yes _____ No

If yes, please explain:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationship with The Righter Company is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Company.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by the Company's safety and hazardous communication programs. I understand that the wearing of protective equipment is a condition of employment.

Signature of Applicant

Date

Interviewed By: _____ Date _____

Comments: _____



the righter co., inc.

CONSTRUCTION SERVICES

2424 HARRISON RD. COLUMBUS, OHIO 43204-3508

(614) 272-9700

FAX (614) 274-3325

AFFIRMATIVE ACTION POLICY

COMPANY POLICY

Our Company provides opportunity for employment to all qualified persons and to prohibit discrimination because of race, color, sex, sexual orientation, gender identity, pregnancy, genetic information, religion, age, disability, military or veteran status, national origin, or ancestry. The President of The Righter Company, who also serves as its EEO Officer, is committed to providing equal employment opportunities to all qualified persons and to prohibit discrimination and/or harassment because of race, color, sex, pregnancy, genetic information, religion, age, disability, special disabled veteran status, veteran of the Vietnam era status, recently separated veteran status, or other protected veteran status.

The Company will recruit, hire, train, and promote persons in all job titles, and ensure that all other personnel actions are administered without regard to race, color, age, disability, sex, national origin, age, special disabled veteran, Vietnam era veteran, recently separated veteran, and other protected veteran status. The Company will ensure that all employment decisions are based only on valid job requirements. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

- Filing a complaint alleging a violation of the Vietnam Era Veterans' Readjustment Assistance Act of 1944, as amended ("VEVRAA"), Title VII, the Age Discrimination In Employment Act, or The Americans With Disabilities Act;
- Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the VEVRAA or any other Federal, state or local law requiring equal opportunity for individuals based on their race, color, age, disability, sex, national origin, disability, special disabled veteran, veteran of the Vietnam era, recently separated veteran, or other protected veterans' status;
- Opposing any act or practice made unlawful by VEVRAA or its implementing regulations in this part or any other Federal, state, or local law requiring equal opportunity for individuals based on their race, color, age, disability, sex, national origin, disability, special disabled veteran, veteran of the Vietnam era, recently separate veteran, or other protected veterans' status; or
- Exercising any other right protected by VEVRAA, Title VII, the Age Discrimination in Employment Act, the Americans With Disabilities Act, or their implementing regulations in this part.
- The Company will annually review all physical and mental job qualification standards to ensure that, to the extent qualification standards tend to screen out

qualified special disabled veterans, they are job-related for the position in question and are consistent with business necessity.

ASSIGNMENT OF EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

Our Company has appointed an Equal Opportunity Policy Officer with the responsibility of implementing our affirmative action program. This official will coordinate efforts of department heads to advise and assist top management. The Equal Employment Opportunity Officer is:

Bradley R. Nadolson
2424 Harrison Road
Columbus, Ohio 43204
614.272.9700

RECRUITMENT

Our Company, when hiring on project or office site, will hire qualified applicants who apply for the job, without regard to race, color, sex, sexual orientation, gender identity, pregnancy, religion, age, disability, military or veteran status, national origin, or ancestry. We shall also encourage our current employees to refer to us qualified minority group and veteran employees. Any advertisement for qualified personnel shall contain the notation "An Equal Opportunity Employer," and shall be inserted in newspapers having a large general circulation in the area and among minority and veteran groups.

EMPLOYMENT PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA)

Title I of the Americans With Disabilities Act prohibits discrimination in any terms of conditions of employment for qualified individuals with a disability.

The Americans With Disabilities Act requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations.

Further, it requires management to reasonably accommodate individuals with disabilities when necessary.

To comply with the employment provisions of the American With Disabilities Act, The Righter Company, Inc., will:

- identify the essential functions of a job;
- determine whether a person with a disability, with or without accommodation, is qualified to perform the duties; and,
- determine whether a reasonable accommodation can be made for a qualified individual.



the righter co., inc.

CONSTRUCTION SERVICES

2424 HARRISON RD. COLUMBUS, OHIO 43204-3508

(614) 272-9700

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EQUAL EMPLOYMENT OPPORTUNITY POLICY

The employment policies and practices of The Righter Company, Inc., are to hire qualified employees without regard to race, color, age, disability, military or veteran status, sex, sexual orientation, gender identity, pregnancy, genetic information, religion, national origin, or ancestry. Decisions regarding compensation and opportunities for advancement, including upgrading, promotion, and transfer, will be made based upon merit and without reference to an employee's race, color, age, disability, military or veteran status, sex, sexual orientation, gender identity, pregnancy, genetic information, religion, national origin, or ancestry. The Righter Company does not discriminate on the basis of race, color, age, disability, military or veteran status, sex, sexual orientation, gender identity, pregnancy, genetic information, religion, national origin, or ancestry with regard to any terms, conditions, or privileges of employment.

It is the policy of this Company to assure that applicants are employed, and that employment actions are taken, without regard to their race, religion, sex, sexual orientation, gender identity, color, national origin, age, military or veteran status, or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

Our Company further recognizes that the effective application of a policy of merit employment involves more than just a policy of statement and will, therefore, undertake a program of affirmative action to make known that equal employment opportunities are available on the basis of individual merit and to encourage all persons to seek employment without Company and to strive for advancement on this basis.

If you believe that this policy has been violated, you should immediately submit a complaint. Complaints may be submitted to your supervisor or to the Company Controller, or to the Company President, who also serves as the Company's EEO officer:

Mr. Bradley R. Nadolson, President
The Righter Co., Inc.
2424 Harrison Road
Columbus, Ohio 43204
Phone: 614.272.9700 ext. 102
Email: brad@rightercompany.com

Ms. Tracy L. Ferguson, Controller
The Righter Co., Inc.
2424 Harrison Road
Columbus, Ohio 43204
Phone: 614.272.9700 ext. 107
Email: tracy@rightercompany.com

The Company will retain a log of all complaints made during the prior three years, along with the status or final disposition, for purposes of meeting the Company's EEO obligations under state and federal law. Righter will take prompt corrective/remedial actions if it substantiates a charge of discrimination.

An employee who believes that this policy has been violated may also file a complaint with the Equal Employment Opportunity Commission (EEOC) or state fair employment practices agency.

EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES

1. Righter Company will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. Righter Company agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices, including the following:

- i. Recruitment, advertising, and job application procedures;
- ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- iii. Rates of pay or any other form of compensation and changes in compensation;

of progression, and seniority lists;

- v. Leaves of absence, sick leave, or any other leave;
- vi. Fringe benefits available by virtue of employment, whether or not administered by the contractor;
- vii. Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- viii. Activities sponsored by the contractor including social or recreational programs; and
- ix. Any other term, condition, or privilege of employment.

Effective 10/2/15

EQUAL OPPORTUNITY EMPLOYER

Equal Employment Opportunity is

THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.



G. Michael Payton
Executive Director

Know Your Rights

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

The Ohio Civil Rights Act *protects applicants and employees of private employers, state, county and local governments, educational institutions, labor organizations, employment agencies and personnel placement services from unlawful discriminatory employment practices.*

Race and Color

Ohio law prohibits discrimination on the basis of **race or color** in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, any facially neutral employment policy or practice that results in a discriminatory impact on the basis of race or color is a prohibited form of discrimination unless such policy or practice is job-related and based upon business necessity.

National Origin and Ancestry

Ohio law prohibits discrimination on the basis of **national origin or ancestry** in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, any policy or practice limiting or prohibiting the use of any language in the workplace is a prohibited form of discrimination unless such limitation or prohibition is job-related and based upon business necessity.

Military Status

Ohio law prohibits discrimination on the basis of **military status** in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, employees who leave employment to perform military service, which includes the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, must be reemployed upon conclusion of such service.

Harassment

Ohio law prohibits harassment in the workplace on any basis set forth herein, which includes the creation of a racially or sexually hostile work environment, verbally or physically abusive treatment, and requiring submission to sexual advances as a condition of employment, continued employment or promotion.

In addition, all reasonable steps should be taken to prevent and promptly correct harassment in the workplace, which includes the establishment of a policy against harassment and a procedure for receiving, investigating and remedying complaints of workplace harassment.

Sex and Pregnancy

Ohio law prohibits discrimination on the basis of **sex or pregnancy** in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, women affected by pregnancy, childbirth or related medical condition must be afforded leave for a reasonable period of time and may not be discharged under a policy providing insufficient or no leave.

Disability

Ohio law prohibits discrimination on the basis of **disability** in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, applicants and employees must be provided with a reasonable accommodation for their disabilities, except when the accommodation imposes an undue hardship.

Age

Ohio law prohibits discrimination against persons **40 years of age or older** on the basis of **age** in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

Religion

Ohio law prohibits discrimination on the basis of **religion** in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, applicants and employees must be provided with a reasonable accommodation for religious beliefs and practices, except when the accommodation imposes an undue hardship.

Retaliation

Ohio law prohibits retaliation against any person because that person has opposed any unlawful discriminatory practice, or because that person has made a charge, testified, assisted or participated in any manner in any investigation, proceeding or hearing.

ENFORCEMENT

The Ohio Civil Rights Commission (OCRC) investigates complaints of discrimination and harassment in employment.

Complaints must be filed with the OCRC within six months of the last act of discrimination or harassment.

For assistance in filing a complaint, or for any other information on the Civil Rights Act, please call **1-888-278-7101** or **(614) 752-2391 (TTY)**, or visit our website at:

crc.ohio.gov

This Employer Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or

citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Employment Verification.  **Done.**

For more information on E-Verify, please contact DHS at:

1-888-464-4218



E-VERIFY IS A SERVICE OF DHS AND SSA

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

No employer can deny you a job or fire you because of your national origin.

Unless mandated by law or government contract, employers cannot require you to be a U.S. Citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688, TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525

Or write to:
U.S. Department of Justice
Office of Special Counsel – NYA
950 Pennsylvania Ave., N.W.
Washington, DC 20530

**U.S. Department of Justice
Civil Rights Division**

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices

