

Perform Air International Inc.
Administration System Manual
Procedure III.32: Equal Employment Opportunity and Affirmative
Action Program Procedure

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	07/01/13	Pagination of 3.1 thru 3.3 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
2	07/15/14	Removal of 5.3.5 resulting in repagination of 5.3.5 thru 5.3.8. Revision to 5.2.5, 6.2 and addition of 5.3.9 for improvement of procedure.
3	03/31/15	Removal of 6.3 from Records.
4	02/28/18	Revision to 5.1.1, 5.2.2 and 5.2.3 for clarification of procedure.
5	09/30/18	Remove 5.3.9 & 6.1 (to remove reference to Form 62.27)

1.0 Purpose:

To ensure all current, future, and prospective personnel are not discriminated against, management and supervisory personnel are trained on proper etiquette of employment practices, and evaluate the effectiveness of said procedure.

2.0 Scope

All employees of Perform Air International Inc.

3.0 Responsibility

- 3.1** The maintenance of this procedure is the responsibility of the Human Resources Manager.
- 3.2** Management and supervisory personnel are responsible for implementation of Perform Air International Inc's Affirmative Action Program. This shall be demonstrated by acting in a non-discriminatory manner while participating in work related (e.g., hiring, promotion, etc.) or company supported recreational activities (summer/winter party).
- 3.3** The Human Resources Department has the responsibility for designing and ensuring effective implementation of Perform Air International Inc's Affirmative Action Program.

4.0 Definitions

- 4.1 Equal Employment Opportunity (EEO)** - To eliminate discrimination in employment based on race, color, age, sex, national origin, religion, or mental or physical handicap.
- 4.2 Affirmative Action Program (AAP)** – A program that encourages the increased representation of women and minority-group members in the workplace.

Perform Air International Inc.
Administration System Manual
Procedure III.32: Equal Employment Opportunity and Affirmative
Action Program Procedure

5.0 Procedure

5.1 External Dissemination of the EEO and AAP

5.1.1 Employment applications, advertisements for employment, and bulletins include notice of the fact that Perform Air International Inc. is an Equal Opportunity and / or Affirmative Action employer, as required. Persons engaged in recruiting inform all prospective employees of our policy of Equal Employment Opportunity and Affirmative Action Program. All purchase orders, leases, and contracts covered by the Executive Order 11246 (Department of Labor website), as amended, and its implementing regulations include an Equal Employment Opportunity clause. Vendors and suppliers are notified of their obligation.

5.2 Internal Dissemination of the EEO and AAP

5.2.1 Perform Air International Inc. takes appropriate steps to internally disseminate information concerning its Equal Employment Opportunity policies and programs and communicates its Affirmative Action Program.

5.2.2 Copies of Perform Air International Inc.'s Affirmative Action Program will be made available to any employee on their computer desktop in the QSM. The policy will be printed for any applicants upon request to promote understanding, acceptance and support.

5.2.3 Perform Air International Inc.'s current Equal Employment Opportunity and Affirmative Action Policies will be trained to all management and supervisors annually.

5.2.4 Implementation and effectiveness of the Equal Employment Opportunity Policy and Affirmative Action Plan are internally audited on an annual basis. All employees are encouraged to aid in Perform Air International Inc.'s Affirmative Action efforts to ensure a fair and effective program. Updates and changes to the Equal Employment Opportunity Policy and Affirmative Action Program are communicated to Managers and Supervisors as needed.

Perform Air International Inc.
Administration System Manual
Procedure III.32: Equal Employment Opportunity and Affirmative
Action Program Procedure

5.2.5 Perform Air International Inc. posts all Federal and State required Equal Employment Opportunity posters in the lobby for all employees and applicants to view. All applicants who believe they are a qualified individual with a disability, as defined in the Rehabilitation Act of 1973, as amended, or who are a qualified protected veteran under the equal employment opportunity provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, are invited to identify themselves if they wish to benefit under this affirmative action program. Employees may self-identify at anytime.

5.3 Responsibilities of the Human Resources Department.

- 5.3.1** Develop EEO policy statements, AAP's, and internal and external communication procedures.
- 5.3.2** Review all personnel actions, policies, and procedures to ensure compliance with Perform Air International Inc.'s Affirmative Action obligation.
- 5.3.3** Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur.
- 5.3.4** To assist in the identification of AAP and EEO problem areas as well as assisting management in arriving at effective solutions to AAP and EEO problem areas.
- 5.3.5** Keep the Executive Management of Perform Air International Inc. informed of Equal Opportunity progress and reporting potential problem areas within the company through Management Reviews.
- 5.3.6** Provide a copy of and review Perform Air International Inc.'s AAP with department managers and supervisors to ensure that the policy is understood and knowledge of their responsibilities is followed during personnel activities.
- 5.3.7** Audit the contents of the company bulletin boards to ensure that compliance information is posted and is up-to-date.
- 5.3.8** Serve as liaison between organizations for qualified individuals, Perform Air International Inc. and enforcement agencies.

Perform Air International Inc.
Administration System Manual
Procedure III.32: Equal Employment Opportunity and Affirmative
Action Program Procedure

5.4 Responsibilities of Managers and Supervisors

- 5.4.1** Review Perform Air International Inc.'s AAP for qualified individuals to ensure that they are aware of the policy and understand their obligation to comply with it in all personnel actions.
- 5.4.2** Assist in the identification of problem areas, formulate solutions, and establish departmental goals and objectives when necessary.
- 5.4.3** Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hire, promotion, transfer, and termination actions occur.
- 5.4.4** Review all employees' performance to ensure that non-discrimination is adhered to in all personnel activities. Managers and supervisors are asked to report any current or foreseeable EEO problem areas immediately to the Human Resources Department and are asked to outline their suggestions / recommendations for solutions.

6.0 Records

- 6.1** Equal Employment Opportunity Data Sheet (Form 62.29)