

March 31, 1998

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Giles Electric Company, Inc., provides equal employment opportunity for all applicants and employees. The company does not unlawfully discriminate on the basis of race, color, creed, pregnancy, religion, sex, national origin, age, disability, veteran status, or marital status. Giles Electric Company, Inc., also makes reasonable accommodations for disabled employees. Finally the company prohibits the harassment of any individual on any of the basis listed above. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

Giles Electric Company, Inc., considers impermissible harassment to include verbal, physical, and visual harassment; solicitation of sexual favors; unwelcome sexual advances; and creating or maintaining an intimidating or hostile work environment based on sex or any other factor listed above. Any employee who violates this policy is subject to discipline up to and including discharge.

Additionally, all employees shall refrain from sexually offensive conduct including jokes with sexual connotations or displaying sexually explicit photographs or magazines. Any employee who believes this policy is not being followed is welcome, without fear of reprisal, to bring the matter to the attention of Bradley S. Giles.

Any incident of discrimination or harassment, including work related harassment by Giles Electric Company, Inc., personnel or any other person, should be reported to Bradley S. Giles, who will investigate the matter. If harassment is established, the offender will be disciplined, up to and including discharge.

Bradley S. Giles may be reached at 1700 South Segrave Street, South Daytona, Florida, or by calling him at (386) 767-5895.

Giles Electric Company, Inc.

Bradley S. Giles
President
EEO Officer

EQUAL OPPORTUNITY EMPLOYER

Posted 3/31/98 by D.R-H.

I have read and understand the above policy.

Employee Signature

Date

Witness

Date