



Equal Employment Opportunity (EEO) Policy Statement

Last update: November 8, 2017

At Alta we recognize that the diversity in experience and background of our workforce is one of our strengths. Alta provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ethnicity/national origin, gender or gender identity, sexual orientation, religion/spirituality, age, marital status, pregnancy, physical or mental disability, results of genetic testing, service in the military, or any other characteristic protected by federal, state, or local laws and regulations. Alta conforms to the spirit as well as to the letter of all applicable laws and regulations. As a federal contractor, Alta also makes good faith efforts to take affirmative action to employ and advance in employment qualified individuals with disabilities and protected veterans.

Alta expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all terms and conditions of employment, including hiring, placement, promotion, transfer, termination, layoff, recall, leave of absence, compensation and benefits, working conditions, and training.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Alta.

Directors, managers, and supervisors are responsible for implementing equal employment practices within each department.

Alta encourages employees to report all incidents of harassment to a member of management or the HR department, preferably within 48 hours of the incident.

Harassment

Harassment is a form of unlawful discrimination and violates Alta policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment also includes unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Alta will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

The officers of Alta are responsible for upholding and disseminating this policy.

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