



## **NOTICE FOR ALL EMPLOYEES & APPLICANTS**

### **OPERATING STATEMENT**

It is the policy of Milestone Materials to assure that applicants are employed, and that employees are treated equal during employment, without regard to their age, race, color, religion, national origin, sex, sexual orientation, gender identity, disability, status as a protected veteran, genetic information, because of inquiry or discussion about or disclosure of compensation, and all other federal, state, and local protected classes. 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, preapprenticeship, or on-the-job training.

We encourage our employees to refer qualified and/or qualifiable minority and female applicants for employment.

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### **DESIGNATION OF EEO/AA OFFICER**

Milestone Materials has designated Jennifer Hougom, 920 10th Ave. N., Onalaska, WI 54650, at (608) 783-6411 or at her direct line (608) 779-6631 as the Division EEO/AA Officer.

Jennifer Hougom has the responsibility to effectively administer and promote this Policy, and is assigned adequate authority and responsibility to do so.

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### **TRAINING LETTER**

Milestone Materials has an approved informal training and promotion program available through various contractor associations and unions. We encourage your participation in these programs. Periodic random interviews will be conducted to assess the training needs of our employees.

At this time, our company offers training programs in the following job classifications/ areas: Operating Engineers, Drivers, Laborers, and Mechanics in the states of Wisconsin, Michigan, Minnesota, and Iowa.

To be considered for our company's training program, a prospective trainee must be an employee in good standing and/or have supervisory approval. For further information, copies of outlines of individual job classifications/area training programs contact Jennifer Hougom at the office at 920 10th Ave. N., Onalaska, WI 54650. Milestone Materials office phone number is (608) 783-6411.