

**Question 4. Explain the employment unit's efforts to promote in a nondiscriminatory manner to positions of greater responsibility.**

The Company has implemented the following programs and procedures to ensure minority and female employees are given equal opportunities for promotion:

- On-the-job training is provided to all qualified employees to assist them in developing the necessary knowledge and skills for promotion to higher level jobs. In addition, a tuition reimbursement benefit is also available to all qualified employees.
- The Company utilizes a formal performance evaluation program for all employees. In addition, management and supervisors are trained on the basic methodology of performance evaluation and promotion guidelines. During this annual evaluation employees are given development, guidance, and recommendations on continuing a path forward which would include promotions and future opportunities.
- Neither minority nor female employees are required to possess higher qualifications than those of the lowest qualified incumbent in the job for which they apply.
- Promotions are based on merit selection principles.
- The Company will continue to make opportunities for advancement into more stimulating positions widely known through its career development process and by encouraging minorities and women to take advantage of these opportunities.
- Special internal training programs are provided as necessary. Programs are offered to eligible employees without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law.
- The Company is continuously evaluating the promotion processes to ensure the process is nondiscriminatory.