



# The Voice of Your Customer

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TO: All Employees  
FROM: Crystal L. Kendrick, President  
DATE: 6 October 2007  
SUBJECT: Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of *The Voice of Your Customer* to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), or veteran status is illegal.

Our managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines. This policy statement will be disseminated to all employees, various recruitment sources and will be displayed on all construction job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Persons who believe has discriminated against them in employment may file a discrimination complaint with Crystal L. Kendrick. The EEO Representative has full authority to manage issues involving employment discrimination.

***Point of contact to file allegations of discrimination:***

Company's EEO Representative: Crystal L. Kendrick, President  
Location: 1119 E. McMillan Avenue, Unit B  
Cincinnati, OH 45206  
Phone Number: (513) 281-3228  
E-Mail Address: [crystal@thevoiceofyourcustomer.com](mailto:crystal@thevoiceofyourcustomer.com)

