



# JAMES LANE

## Air Conditioning Company, Inc.

5024 Jacksboro Hwy. Wichita Falls TX 76302  
Phone 940.766.0244 Fax 940.766.0278

### JAMES LANE AIR CONDITIONING CO., INC.'S EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of James Lane Air Conditioning Co., Inc. not to discriminate against any applicant for employment, or any employee because of age, color, disability, genetic information, gender identity, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.

James Lane Air Conditioning Co., Inc. will take affirmative action to ensure that the EEO policy is implemented, with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade, and working conditions.

James Lane Air Conditioning Co., Inc. will continue to make it understood by the employment entities with which it deals, and in employment opportunity announcements that the foregoing is company policy and all employment decisions are based on individual merit only.

All current employees of James Lane Air Conditioning Co., Inc. are requested to encourage qualified disabled persons, minorities, special disabled veterans, and Vietnam Era veterans to apply for employment, on the job training or for union accommodations for qualified disabled individuals.

It is the policy of James Lane Air Conditioning Co., Inc. that all company activities, facilities, and job sites are non-segregated. Separate or single-user toilet and changing facilities are provided to assure privacy.

It is the policy of James Lane Air Conditioning Co., Inc. to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor, a corporate officer, or the company EEO Officer.

EEO & AA Officer: Deloris Lane

Signed and Dated *Deloris Lane* 1/2/16

Address: 5024 Jacksboro Hwy, Wichita Falls, TX 76302

Telephone: 940-766-0244