KITTELSON & ASSOCIATES, INC.
TRANSPORTATION ENGINEERING / PLANNING

Statement of Policy

Kittelson & Associates, Inc. (KAI) prohibits discrimination in employment on the basis of race, color, religious creed, national origin, ancestry, sex, sexual orientation, Vietnam Era Veteran status, age and disability.

I, Mark A. Vandehey, CEO of Kittelson & Associates, Inc., recognize that when the effects of employment practices, regardless of their intent, discriminate and create adverse impact against any group of people action must be taken to ensure that the Agency values employee Diversity, and affords equal opportunity through affirmative action.

Under the legal authority of: Massachusetts General Laws Chapter 151B; Executive Order 478; the Equal Pay Act of 1963; Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; the Equal Employment Opportunity Act of 1972; the Civil Rights Act of 1992; Section 504 of the Rehabilitation Act of 1973; the Americans With Disabilities Act of 1990; the Family and Medical Leave Act of 1993, I commit myself and my employees, within the context of these laws, to ensure equitable participation of minorities, women, Vietnam Era Veterans and persons with disabilities in all of its daily operations.
This policy applies to all employment practices and employment programs sponsored by KAI. KAI shall review, investigate, and where necessary, initiate changes in its processes relative to facilities and programs accessible to the public, including the provision of reasonable accommodation for persons with disabilities. This policy shall also apply to the areas of recruitment, selection, promotions, termination, transfers, layoffs, compensation, training, benefits, reasonable accommodation, and other terms and conditions of employment.

I have designated Lawrence A. Van Dyke, CFO to implement all elements of this Equal Opportunity/Affirmative Action (EO/AA) program. All management employees have personnel responsibility, and shall be designated specific tasks, relative to ensuring its successful implementation. All personnel shall be evaluated on the success of this program the same way as their performance is evaluated relative to other firm goals.

//Mark A. Vandehey//	3/10/2016
Mark A. Vandehey	Date