

Equal Employment Opportunity Statement

Building Technology Engineers has an enduring commitment to the concept and practice of equal employment opportunity and affirmative action as well as to affirming the value of diversity and promoting a workplace free from discrimination.

It is the policy of Building Technology Engineers to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity or expression, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, Building Technology Engineers, will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

Concerns and complaints related to equal opportunity in employment based on aspects of diversity protected under federal, state, and local law, including sexual harassment complaints should be directed to the attention of Barbara Richardson, Human Resources Manager. She may be contacted at (617) 239-2206.

Building Technology Engineers is committed to assisting those persons with disabilities who have special needs related to their employment. Information on services provided to prospective and current employees with disabilities can be obtained by contacting Barbara Richardson. Prospective or current employees in need of a workplace accommodation pursuant to the Americans with Disabilities Act, the Rehabilitation Act, the Vietnam Era Veterans' Readjustment Assistance Act or applicable state statutes should contact Barbara Richardson.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

Barbara Richardson serves as our Affirmative Action Officer. She has been assigned to direct the establishment and monitor the implementation of Human Resources procedures to guide our affirmative action program throughout Building Technology Engineers. Further, you may have the opportunity to review the Building Technology Engineers' Affirmative Action Plan during normal business hours by contacting Barbara Richardson. This notice explaining the company's policy will remain posted in an area available to employees and applicants for employment. In addition, this notice will be included in any company policy manual or otherwise made available to employees.



Tom Coates
VP & GM, EFS & BTE

12/01/18

1. AFFIRMATIVE ACTION POLICY

[41 CFR §§ 60-300.44(a), 60-741.44(a)]

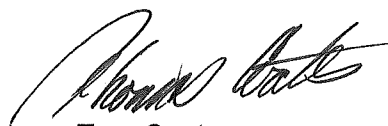
It is the policy of Building Technology Engineers (hereinafter "Company") not to discriminate against any employee or applicant for employment because of physical or mental disability, or protected veteran status, in regard to any position for which the employee or applicant for employment is qualified. The Company agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities and protected veterans (disabled veterans, recently separated veterans, Armed Forces service medal veterans, or active duty wartime or campaign badge veterans) without discrimination based upon their physical or mental disability or specific veteran status, in all employment practices, terms, conditions, and privileges of employment. The Company will ensure that all personnel actions are administered without regard to disability or protected veteran's status, and all employment decisions are based only on valid job requirements.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may engage in (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973, as amended Section 503, the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA), or any other Federal, state or local law requiring equal opportunity for individuals with disabilities or protected veterans; (3) opposing any act or practice made unlawful by Section 503 or VEVRAA and their implementing regulations, or any other Federal, state or local law requiring equal opportunity for individuals with disabilities or protected veterans, or (4) exercising any other right protected by Section 503 or VEVRAA or their implementing regulations.

In carrying out this affirmative action program, the Company shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability employee or applicant for employment unless the accommodation would impose undue hardship on the operation of our business.

The non-confidential portions of the affirmative action program for individuals with disabilities and protected veterans shall be available for inspection upon request by an employee or applicant for employment by making an appointment with the EEO Coordinator.

As VP & GM, EFS & BTE, I fully support our affirmative action program and am committed to the implementation of the company's equal opportunity and affirmative action policies. I have delegated overall responsibility for these policies to Barbara Richardson, Human Resources Manager. Complaints should first be directed to Barbara Richardson, Human Resources Manager.



Tom Coates
VP & GM, EFS & BTE