

Alta Analytical Lab. Inc.

Affirmative Action Plan

2004

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Policies

Equal Opportunity

Alta Analytical Lab. Inc. is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Alta Analytical Lab. Inc. policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is **unlawful**.

Alta Analytical Lab. Inc. is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to **all** persons involved in the operations of Alta Analytical Lab. Inc. and prohibits unlawful discrimination by any employee of Alta Analytical Lab. Inc., including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Alta Analytical Lab. Inc. will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact Alta Analytical Lab. Inc. representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. Alta Analytical Lab. Inc. then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. Alta Analytical Lab. Inc. will identify possible accommodations, if any that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Alta Analytical Lab. Inc. will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. Alta Analytical Lab. Inc. will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation. If Alta Analytical Lab. Inc. determines that unlawful discrimination

has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. Alta Analytical Lab. Inc. will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

Employment Procedures

Alta Analytical Lab. Inc. selects staff to fill openings on the basis of demonstrated ability, experience, training and potential to carry out new responsibilities without regard to race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. The selection process is carried out in accordance with our commitment to provide equal employment opportunities.

Employees requesting a transfer, or applying for a promotion, may speak with the Director of Administrative services to request reasonable accommodation for a disability. Reasonable accommodations will be agreed to, when needed, for the employee to demonstrate their ability to carry out the position in the interview, testing or demonstration phase of the selection process.

Analysis of the Workforce

Alta Analytical Lab. Inc. had a total of 70 employees as of September 20th 2002. Of those 70 employees, 27 percent were minority and over half (60 percent) were female. The workforce analysis for September 20th 2002 breaks down as follows:

Officials and Managers – 50 percent women, 6 percent minority.

Professionals - 59 percent women, 43 percent minority.

Technicians - 67 percent women, 17 percent minority.

Office and Clerical – 78 percent women, 11 percent minority.

Alta Analytical Lab. Inc. had a total of 69 employees as of March 7th 2003. Of those 69 employees, 32 percent were minority and 61 percent were female. The workforce analysis for March 7th 2003 breaks down as follows:

Officials and Managers – 50 percent women, 10 percent minority.

Professionals – 59 percent women, 46 percent minority.

Technicians – 67 percent women, 17 percent minority.

Office and Clerical – 86 percent women, 27 percent minority.

Alta Analytical Lab. Inc. has as of March 5th 2004, a total of 73 employees. Of those 73 employees, 34 percent were minority and 64 percent were female. The workforce analysis for March 5th 2004 breaks down as follows:

Officials and Managers – 57 percent women, 19 percent minority

Professionals – 62 percent women, 45 percent minority.

Technicians – 100% women, 0% minority.

Office and Clerical – 83% women, 33% minority.

Women continue to be well represented at Alta Analytical Lab. Inc., as do minorities. As the numbers show Alta Analytical Lab. Inc. continues to grow, and diversify. Alta Analytical Lab. Inc. promotes from within whenever possible. This is evidenced by the increase of minorities in the category of Officials and Managers.

Goals for 2004 and Beyond

Alta Analytical Lab. Inc. hires the best possible candidate for the position without regard to race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Alta Analytical Lab. Inc. will continue to do this in the future.

Alta Analytical Lab. Inc. recognizes that, although women and some minorities are well represented in Alta Analytical Lab. Inc.'s workforce, to achieve true diversity Alta Analytical Lab. Inc. must attract a more diverse pool of applicants. In an attempt to achieve the goal of true diversity Alta Analytical Lab. Inc. will, from this point forward, post all help wanted ads in the following places:

[Sacramento Bee \(Paper and Website\)](#)
[The California Job Journal \(Paper and Website\)](#)
[The Mountain Democrat](#)
[Sacramento State University](#)
[Sacramento City College](#)
[Consumes River College](#)
[American River College](#)
[Sierra College](#)
[UC Davis](#)
[Employment Development Department](#)

The goal is to attract a more diverse pool of job applicants. Alta Analytical Lab. Inc. is trying to attract the best possible candidate for the position without regard to race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.

Alta Analytical Lab. Inc. recognizes that, although women are well represented in the "Officials and Managers" category, minorities are underrepresented. As Alta Analytical Lab. Inc. has a policy of promoting from within, whenever possible, Alta Analytical Lab. Inc. feels this disparity will lessen over the next several years as capable minority employees are promoted based on their abilities without regard to race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. This assertion is evidenced by the four percent increase of minorities in this category, in the approximately six months time between the two surveys.

Annual Evaluation Process

The Affirmative Action Officer of Alta Analytical Lab. Inc. will conduct an annual evaluation of the effectiveness of all Affirmative Action policies.

On or before March 31st of each year, the Affirmative Action Officer will submit, to the Vice President of Business Development, a report summarizing the progress Alta has made in meeting the goals of the Affirmative Action Plan and an evaluation of the effectiveness of all existing policies and procedures.