

# AFFIRMATIVE ACTION PLAN & EEO-1 REPORTING

STRAVIK Construction Group · Controlled Document

| Document No.    | Revision           | Effective Date | Document Owner | Status                               |
|-----------------|--------------------|----------------|----------------|--------------------------------------|
| STV-LEG-PLN-014 | 00 (Initial Issue) | 2026-10-24     | President      | Issued for review / pending approval |

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. **[FL LICENSE NO.]**.

## REVISION HISTORY

| Rev. | Date       | Description of Change                        | Prepared By          | Approved By             |
|------|------------|----------------------------------------------|----------------------|-------------------------|
| 00   | 2026-10-24 | Initial issue for STRAVIK Construction Group | <b>[PREPARED BY]</b> | Michael Gaya, President |

## 1. PURPOSE

To establish STRAVIK's affirmative action obligations and EEO reporting as a federal or federally assisted construction contractor.

## 2. SCOPE

Applies to STRAVIK Construction Group and its subcontractors and suppliers on federally funded or federally assisted contracts, and as otherwise required by contract or law.

## 3. REFERENCES

- Executive Order 11246; 41 CFR 60-4 (construction contractors)
- Section 503 of the Rehabilitation Act (41 CFR 60-741); VEVRAA (41 CFR 60-300)
- EEOC EEO-1 Component 1 reporting (employers with 100+ employees, or 50+ with qualifying federal contracts)
- Equal Employment Opportunity & Anti-Harassment Policy (STV-HRM-POL-006)

## 4. EEO POLICY & DISSEMINATION

- STRAVIK's EEO policy (STV-HRM-POL-006) is posted at the office and every jobsite and included in subcontracts.
- The EEO Officer is **[EEO OFFICER]**.

## 5. CONSTRUCTION AFFIRMATIVE ACTION OBLIGATIONS (41 CFR 60-4.3)

| Obligation                                          | STRAVIK Implementation                                                                    |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------|
| Goals for women and minority participation by trade | Track hours by trade against OFCCP goals for the covered area:<br><b>[OFCCP GOALS]</b>    |
| Harassment-free worksite                            | Supervisors trained; reports investigated per STV-HRM-POL-006                             |
| Recruitment sources                                 | Maintain list of minority and female recruitment sources:<br><b>[RECRUITMENT SOURCES]</b> |
| Apprenticeship and training                         | Participate in and document outreach to apprenticeship programs                           |
| Records                                             | Maintain employment, hours and outreach records for 3 years                               |
| Subcontractor flow-down                             | Include EEO clauses in all covered subcontracts                                           |

## 6. EEO-1 REPORTING

- Applicability: **[EEO-1 APPLICABILITY]** (employee count **[EMPLOYEE COUNT]**).
- Report filed annually through the EEOC portal by the deadline; filing confirmation retained.
- Workforce data collected by voluntary self-identification; kept confidential and separate from personnel files.

## RESPONSIBILITIES

| Role                        | Responsibility                                                                        |
|-----------------------------|---------------------------------------------------------------------------------------|
| President                   | Approves this document and assigns resources; signs certifications.                   |
| <b>[COMPLIANCE OFFICER]</b> | Administers the program, monitors compliance and maintains records.                   |
| Project Managers            | Flow down requirements to subcontracts and purchase orders; monitor field compliance. |
| Subcontractors / Suppliers  | Comply with flowed-down requirements and provide required documentation.              |

## DOCUMENT CONTROL

- Controlled under the Records Management & Document Control Policy (STV-GOV-POL-011) and the Document Control Procedure (STV-GOV-PRO-015).
- Reviewed at least annually, or after an incident, audit finding, regulatory change or significant change in operations.
- Records generated under this document are retained per the retention schedule in STV-GOV-POL-011.

## APPROVAL

| Role        | Name                       | Title     | Signature | Date |
|-------------|----------------------------|-----------|-----------|------|
| Prepared By | [PREPARED BY]              | [TITLE]   |           |      |
| Reviewed By | [QUALITY / HSE<br>MANAGER] | [TITLE]   |           |      |
| Approved By | Michael Gaya               | President |           |      |

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.