



**SANTA FE SPRINGS FACILITY SIXTEEN POINT PLAN TO EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE**

1. CWT will work to maintain an environment free of discrimination, harassment, intimidation and coercion.
2. The EEO policy is part of the agenda for our management review process and is reviewed at least annually with all on-site supervisors involved in employment decisions during a management review meeting. The date, time, subject, action items, and employees present at the management review are documented.
3. The EEO policy is included as part of the annual employee training agenda and is reviewed with all employees at least once per year. The date, time, subject, and employees present at the employee training meetings are documented.
4. All supervisors' adherence to and performance under the EEO Policy is reviewed annually during the management review meeting and written documentation of these reviews is maintained.
5. CWT does not currently subcontract, but if we did in the future, the EEO Policy would be discussed.
6. CWT does not currently subcontract, but if we did in the future, records of outreach efforts would be maintained.
7. The EEO Policy is disseminated externally to our recruiters.
8. The EEO Policy is available on the CWT website and is disseminated to all workers and community organizations upon request.
9. Immediate written notification can be provided to interested parties when any union referral process has impeded efforts to maintain the EEO Policy.
10. A current list of recruitment sources is maintained.
11. Applications for interviewed candidates are maintained.
12. All present employees, including people of color and women employees are encouraged to recruit others for open positions.

13. Employment selection process information with records of all tests and other selection criteria is maintained.
14. On-the-job training opportunities are documented and are available based on business needs for all employees, including people of color and women.
15. An evaluation of all employees for promotional opportunities is conducted at least annually during the performance review process and all employees are encouraged to seek and prepare appropriately for such opportunities.
16. The company's working environment and activities are non-segregated except for providing separate or single-user toilets and necessary changing facilities to assure privacy between the sexes.