

TITLE VI, TITLE VII, AND AFFIRMATIVE ACTION SUMMARY

Title VI

Fitzgerald & Halliday, Inc. d/b/a FHI Studio (FHI Studio) complies with the regulations of Title VI of the Civil Rights Act of 1964, as amended, and other nondiscrimination laws and authorities that include regulations relative to nondiscrimination in federally-assisted programs pursuant to Department of Transportation Title 49, CFR Part 21, and Federal Highway Administration Title 23, CFR 200 and does not discriminate against any person on the basis of race, color, or national origin.

Title VII and Affirmative Action

Fitzgerald & Halliday, Inc. d/b/a FHI Studio (FHI Studio) complies with Title VII of the Civil Rights Act of 1964, as amended. FHI Studio prohibits discrimination in employment and operation on the basis of race, color, religious creed, national origin, ancestry, sex, affectional or sexual orientation, gender identity, Vietnam Era Veteran status, age, and disability.

FHI Studio is an Affirmative Action/Equal Opportunity Employer and is strongly committed to all policies which will afford equal opportunity employment to all qualified persons without regard to race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, affectional or sexual orientation, gender identity, learning disability or physical disability including, but not limited to, blindness, except where any of the above is a bona fide occupational qualification or need. Such action shall include: employment, promotion, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training. This policy and practice applies to all persons, particularly those that are members of the protected classes identified as being Black, Hispanic, Asian, American Indian, Women, and Persons with Disabilities. All advertising will emphasize that FHI Studio is an Equal Opportunity Employer.

In implementing this policy and ensuring that equal opportunity is being provided to protected class members, FHI Studio will contact and request referrals from minority and female organizations as available in our region and provided by our public sector labor authorities, referral sources, and media sources. In order to substantiate FHI Studio's efforts and affirmative actions to provide equal opportunity, FHI Studio will maintain, and submit as requested, documentation such a referral request correspondence, copies of advertisements, and follow up documentation. FHI Studio will maintain internal EEO/affirmative action audit procedures as well as reporting and record keeping systems.

Subcontracting

FHI Studio will not discriminate on the grounds of race, color, national origin, sex, age, disability, or low income in the selection and retention of subconsultants, including procurements of materials and leases of equipment. FHI Studio will not participate either directly or indirectly in discrimination prohibited by 49 CFR Part 21.5.

In all solicitations, either by competitive bidding or negotiation made by FHI Studio for work to be performed under a subcontract, including procurements of materials or equipment, potential subcontractors shall be notified of their obligations under the contract and regulations relative to nondiscrimination on the grounds of race, color, or national origin. FHI Studio will include the necessary provisions in every subcontract, including procurements of materials and leases of equipment, unless exempt by the regulations or directives issued pursuant thereto.

Summary:

Managers and supervisors are advised of their responsibilities to ensure the success of FHI Studio's program. The ultimate responsibility for Title VI and Title VII compliance and FHI Studio's Affirmative Action Program rests with Sandra H. Nafis, Director of Finance & Benefits, who has been designated as the EEO officer of FHI Studio.

If you need more information or special assistance for persons with physical and/or mental disabilities or limited English proficiency, contact Ms. Nafis at 860-247-7200. Persons with hearing- and/or speech-impairments can contact FHI Studio by using a toll-free telecommunications device for the deaf (TDD) by dialing 771 for TTY/TDD.

www.fhistudio.com

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