



RED DIAMOND, INC.

COFFEE & TEA • COFFEE SERVICE • FOODSERVICE • PRIVATE LABEL

September 18, 2015

To Whom It May Concern:

Red Diamond, Inc. is an Equal Opportunity Employer and a federal contractor that is subject to the affirmative action requirements under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, as amended, and 38 U.S.C 4212, as amended, as well as other federal equal opportunity regulations. We require that your company, as a Red Diamond, Inc. subcontractor, service provider, vendor, or supplier, acknowledge your receipt of this notice and reaffirm compliance with any applicable laws and regulations on the attached list as related to your company.

Please remit the signed copy of this attached acknowledgement along with the contract or purchase order to your Red Diamond contact. If you have any questions regarding this matter, please contact me at 205-577-4000.

Sincerely,

Mary Ellen Wills
EEO Administrator

Red Diamond, Inc. Notice to Subcontractors, Service Providers, Vendors, and Suppliers

Federal Contractor and Subcontractor provisions, as amended:

- A. Executive Order 11246 – Seven-Point EEO Clause - prohibits discrimination in all employment areas because of race, color, religion, gender, or national origin and cites contractor's obligations relative to employment advertising, collective bargaining agreements, employment notification, access to records and noncompliance action.
- B. Employment of People with Disabilities – cites the contractor's obligation not to discriminate against any employee or prospective employee in employment because of physical or mental disability and to take affirmative action to employ and advance in employment people with disabilities.
- C. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended - cites the contractor's obligation not to discriminate against disabled veterans and veterans of the Vietnam Era and compliance in listing employment openings with state agencies.
- D. Employer Information Report - (EEO-1 Report) – requires the annual filing of Standard Form 100 with the Joint Reporting Committee if you employ 50 or more employees.
- E. Written Affirmative Action Programs for Service and Supply Contractors or 16 Affirmative Action Steps for Construction Contractors – identifies the criteria for a subcontractor to develop a written Affirmative Action Compliance Program for each of its establishments; identifies the criteria for subs to develop the sixteen affirmative action steps.
- F. Jobs for Veterans Act – Identifies the requirements for contractors and subcontractors to report categories of veterans and comply with the mandatory job listing.
- G. Executive Order 13496 – Identifies the requirements of federal contractors and subcontractors to notify employees of their rights to collectively bargain. Identifies required language addressing this provision in all contracts and subcontracts.

These provisions are applicable to Service providers, Suppliers, and Vendors if:

- (a) Holds a government service and supply contract or subcontract of over \$10,000
- (b) Holds multiple Government service and supply contracts of less than \$10,000 that, when added together total more than \$10,000 within any 1 month period or can reasonably be expected to total more than \$10,000 during that time
- (c) Holds a Government contract or subcontract for an indefinite quantity unless the amount to be ordered in any year under such contract will not exceed \$10,000
- (d) Holds a Government bill of lading in any amount.
- (e) Serves as a depository of Federal funds in any amount; or
- (f) Is an issuing and paying agent for U.S. savings bonds in any amount.

These provisions are applicable to Construction Contractors and Subcontractors if they have:

- (a) A federal or federally-assisted contract or subcontract of greater than \$10,000
- (b) A construction contract or subcontract of over \$10,000 with a Federal non-construction contractor or subcontractor, if the construction contract/subcontract is

necessary in whole or in part to the performance of the Federal non-construction contract or subcontract; or

- (c) Multiple Federal construction contracts or subcontracts of less than \$10,000 that, when added together total more than \$10,000 within any 12 month period or can reasonably be expected to total more than \$10,000 during that time.

Technical assistance guides for Federal Service and Supply Contractors and Subcontractors can be found online at http://www.dol.gov/ofccp/TAGuides/ss_technical_assistance_guide.htm

Technical assistance guides for Federal Construction Contractors and Subcontractors can be found online at <http://www.dol.gov/ofccp/TAGuides/consttag.pdf>