Equal Employment Opportunity Plan
Plan Components 1, 3, 16: Policy Statement

AutoReturn is an Equal Employment Opportunity (EEO) Employer

AutoReturn is committed to providing equal employment opportunities to qualified persons, without regard to race, color, religion, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, gender identity, gender expression, sexual orientation, marital status, national origin, citizenship status, ancestry, mental and physical disability, medical condition, age, uniformed service member status, and any other consideration made unlawful under state, federal or local law, to the extent applicable and to the extent required by state, federal or local law. This commitment extends to working in good faith to maintain a work environment that is free from unlawful harassment and unlawful discrimination based on a perception that anyone has any of these characteristics or is associated with someone who has or is perceived as having any of these characteristics, in accordance with applicable law.

This policy extends to all job applicants and all employees of AutoReturn.

This policy covers all phases of employment including advertising, recruitment, hiring, placement, compensation and rates of pay, employee benefits, training, promotion, demotion, transfer, layoff, recall, discharge, and other terms, conditions or privileges of employment, to the extent required by law. This policy prohibits harassment and discrimination by any person including but not limited to customers, vendors, supervisors, managers, employees, coworkers, subcontractors, and visitors of AutoReturn.

Any qualified job applicant or employee of AutoReturn who may require one or more reasonable accommodations because of a disability, a pregnancy-related condition, a religious practice or observation (including religious dress and grooming practices, such as religious clothing or hairstyles), or other protected basis, should contact LaGina Williams at lwilliams@autoreturn.com to discuss the need for an accommodation and to engage in an interactive dialogue to identify one or more possible reasonable accommodations and to discuss impacts on the business, consistent with and to the extent required by law. In general, a qualified person is someone who is able to perform the essential functions of the job, with or without reasonable accommodation.

Any individual who has questions about this policy, or who has a concern about a possible violation of this policy, should immediately contact LaGina Williams at lwilliams@autoreturn.com. AutoReturn prohibits retaliation by any individual against any individual who has a question about this policy, who makes a report of, or participates in an investigation into, a potential violation of this policy, or who assists or provides support to any person who makes a complaint or report under this policy.

Persons who make a report to AR under this policy will be asked to provide details that would enable AutoReturn or its designee to investigate effectively, thoroughly, and objectively and/or respond, to the extent allowed by law. AutoReturn or its designee will promptly investigate a complaint or report made under this policy, to the extent required by law. The investigation will be conducted, and complaints will be handled, thoroughly, objectively, completely, and confidentially, to the extent realistically feasible and required by law. Depending on the investigation and circumstances as assessed by AutoReturn, AutoReturn will take immediate and
appropriate corrective and/or preventive action such as but not limited to discipline up to and including immediate dismissal from employment, even for a first-time offense, in accordance with applicable law.

After AutoReturn has taken steps to respond or to resolve a complaint or report under this policy, AutoReturn or its designee may make follow-up inquiries as appropriate to prevent discrimination and retaliation from occurring. However, persons are not required to wait for follow-up. If any person believes that discrimination or harassment has resumed, or that retaliation has occurred, then that person is encouraged to immediately contact LaGina Williams at lwilliams@autoreturn.com.

Vendor and Contractors of AutoReturn

Vendors and contractors that are independently covered under the California Fair Employment and Housing Act (FEHA), with whom AutoReturn does business, shall be responsible for establishing and implementing an EEO program (or substantial equivalent) within the vendor/contractor’s workplace, consistent with applicable law. Such vendors and contractors are responsible for ensuring their own compliance with applicable law.

Nothing in this policy shall be interpreted to hold AutoReturn liable for a vendor or contractor’s unlawful acts or practices. Nothing in this policy shall be interpreted as extending FEHA coverage to a vendor or contractor that is not otherwise subject to the FEHA.
Plan Components 1, 2, 3, 4, 5, 7, 8, 9, 10

It is the policy of AutoReturn (“AR”) that all AR employees promote, support and act consistent with AR’s EEO Policy, to the extent required by law.

Dissemination and Review of AutoReturn’s EEO Policy; Enforcement

Consistent with and subject to any collective bargaining obligation that AR may have, AR will disseminate and review its EEO Policy with AR employees and with their union(s). Dissemination may include periodic distribution through AR’s Employee Handbook, workplace postings, company intranet (employee only), company website (public), and/or trainings, as AutoReturn may elect.

In addition to the foregoing, AR will provide periodic training to its supervisors and managers on its EEO Policy, and review, as appropriate, individual adherence to the EEO Policy.

AR will post a copy of (or provide a link to) the EEO Policy on AR’s websites, on AR’s intranet (accessible to employees), in job postings, recruitment and advertisements, and on AR’s intranet (employees only), to the extent required by law. AR will keep a record of where the EEO Policy is posted (and/or linked).

Contractors and Vendors of AutoReturn

AR will disseminate and review its EEO Policy with vendors and contractors with whom AR does, or with whom AR reasonably anticipates it will do, business -- this includes employment referral and placement agencies, and recruiters.

For indirect recruitment, job advertisements and employment screenings performed by a recruiter, employment referral or placement agencies that are subject to the California FEHA, AR will request the recruiter, employment referral or placement agency to disseminate AR’s EEO Policy and to maintain and utilize a list of recruitment sources, including outreach to communities of color and women, consistent with and to the extent required by law. AR may request the recruiter, employment referral or placement agency to make these records available to AR and/or the City of San Diego, upon reasonable notice and request.

At the next available opportunity for contract extension or negotiation, a copy of AR’s EEO Policy will be incorporated (as an appendix) in all vendor contracts for work or services performed within the State of California. In addition, AR will require all contractors and vendors that are covered under the California FEHA, with whom AutoReturn does business, to affirm their good faith commitment to support, and good faith adherence with, AR’s EEO Policy (or substantial equivalent).

Where AR contracts for work or services to be performed outside the State of California, AR will suggest, but not require, at the next available opportunity for contract extension or negotiation, that the vendor or contractor adopt a policy substantially similar to AR’s EEO policy, provided that it is in accordance and consistent with the laws and contracting requirements applicable to that contractor/vendor in the location where the work is to be performed.
Vendors and contractors that are independently covered under the California Fair Employment and Housing Act (FEHA), with whom AutoReturn does business, shall be responsible for establishing and implementing their own EEO program (or substantial equivalent) applicable to the vendor/contractor’s workplace, consistent with applicable law. Such vendors and contractors are responsible for ensuring their own compliance with applicable law.

AR is not liable for a vendor or contractor’s unlawful acts or practices. This Policy does not create a private right of action against AR. Nothing in this policy shall be interpreted as extending FEHA coverage to a vendor or contractor that is not otherwise subject to the FEHA.

AR will notify the City if any person, vendor, contractor, or union referral process has impeded AR’s efforts to maintain the EEO Policy, to the extent allowed by law.

Equal Employment Opportunity Officer

AutoReturn designates Ray Krouse as its Equal Employment Opportunity Officer. In this role, Mr. Krouse is responsible for day-to-day implementation of the EEO Plan, consistent with and to the extent required by law.

EEO Plan

A complete copy of this EEO Plan is available, upon request, by contacting: LaGina Williams at lwilliams@autoreturn.com.
Plan Component 6

AutoReturn does not have prime contractors; therefore, Plan Component 6 is inapplicable.
Plan Component 11, 13

AutoReturn will maintain records that reflect the names and contact information (to the extent available) of each walk-in applicant who contacts AR directly for a job application or each individual who makes a direct inquiry to AR about a job opening, to the extent required by law.

Nothing in this Plan requires an individual who has applied for an open position to disclose his or her race and/or gender. AR will afford direct job applicants the opportunity to voluntarily choose to self-identify their race and/or gender, if they wish. To the extent such information is provided, it will be maintained separately and confidentially, and will be excluded from applications that are provided to the hiring manager (in cases of direct hiring by AR) or to the employment referral / placement agency / recruiter (in cases of indirect recruitment).

Direct referrals from unions, recruitment sources, and community organizations will also be maintained, to the extent required by law.

AR will maintain all personnel records within its possession including records relating to employment selection and screening criteria, consistent with and to the extent required by applicable law.
Plan Component 12, 15

AR posts information on job openings, including lateral and promotional opportunities, on the company intranet (which is made available to current, regular status employees).

For certain positions or job categories, AR uses one or more employment referral and placement agencies, and/or recruiters exclusively. In such cases, AR will affirm with the employment referral/placement agency/recruiter AR’s expectation that they utilize recruitment methods and sources, such as outreach to communities of color and women, consistent with and to the extent required by law.

AutoReturn encourages all present employees to recruit qualified individuals for employment consideration.

AR periodically announces job openings in its communications with current employees and encourages qualified employees to apply for consideration.
Plan Component 14

Consistent with and subject to the terms of one or more collective bargaining agreements, AR provides on the job training as well as informal and/or formal training opportunities for qualified employees, to the extent required by law. These opportunities are posted from time to time on the company intranet.
Plan Component 16

Consistent with and to the extent required by law, AR provides single-user or unisex restroom facilities whenever possible.