



## NOTICE FOR ALL EMPLOYEES & APPLICANTS

### OPERATING STATEMENT

It is the policy of **Truelsen Blumenthal, LLC dba Soil-Tek** to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age, disability, or any other classification protected by federal, state, or local laws. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including: apprenticeship, preapprenticeship, or on-the-job training. We encourage our employees to refer qualified/qualifiable women and minorities.

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### DESIGNATION OF EEO/AA OFFICER

**Soil-Tek** has designated **Mike Helgason, 1850 SE Destination Drive, Suite C, Grimes, IA 50111** as the EEO/AA Officer. **Mike Helgason** has the responsibility to effectively administer and promote this Policy, and is assigned adequate authority and responsibility to do so.

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### TRAINING LETTER

**Soil-Tek** has an approved informal training and promotion program.

At this time, our company offers training programs in the following job classifications/areas.

Power equipment operator, truck driver and mechanic

A prospective trainee must be an employee in good standing and/or have supervisory approval. For further information, copies of individual job classifications/area training program outlines, you must request them from:

Mike Helgason, EEO/AA Officer  
1850 SE Destination Drive, Suite C  
Grimes, IA 50111  
515-986-3527