



AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY (AA/EEO) POLICY STATEMENT

This statement is to affirm Collaborative Design Group, Inc. policy on providing Equal Employment Opportunity (EEO) to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically including Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment.

Collaborative Design Group, Inc. will not discriminate against any employee or applicant for employment because of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, marital status or status with regard to public assistance.

Collaborative Design Group, Inc. will maintain zero tolerance for harassment of or by any employee or applicant for employment because of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, marital status or status with regard to public assistance, will maintain an internal complaint procedure for complaints of such harassment, and will provide employees with contact information for federal, state and local enforcement agencies.

Collaborative Design Group, Inc. will take affirmative Action (AA) to ensure that all employment practices are free of such discrimination and harassment. Such employment practices included, but are not limited to, the following; hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Collaborative Design Group, Inc. fully supports incorporation of non-discrimination and affirmative action rules and regulations into contracts.

Collaborative Design Group, Inc. will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

Collaborative Design Group, Inc. will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Equal Employment Opportunity and Affirmative Action objectives as well as other established criteria. Any employee of Collaborative Design Group, Inc. or subcontractors to Collaborative Design Group, Inc. who do not comply with the Equal Employment Opportunity and Affirmative Action (EEO/AA) Policies and Procedures set forth in this Statement and plan will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically including Section 183.04 of the Saint Paul Legislative Code and the Rules Governing Affirmative Requirements in Employment, will be subject to appropriate legal sanctions.

Collaborative Design Group, Inc. has appointed Pamela Gilbert, Principal as EEO/AA Manager to manage the Equal Employment Opportunity Program. Her responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Plan (AAP), as required by Federal, State and Local agencies. She will be given the necessary top management support and staffing to fulfill her job duties. The Chief Executive Officer of Collaborative Design Group, Inc. will receive and review reports on the progress of the plan. If any employee or applicant for employment believes he/she has been discriminated against, please contact Pamela Gilbert at Collaborative Design Group, Inc. or call (612) 332-3654.

William D. Hickey
Chief Executive Officer


Signature of Chief Executive Officer

8/26/2005
Date

An Affirmative Action, Equal Opportunity Employer