

CONCILIATION AGREEMENT

Between

THE U. S. DEPARTMENT OF LABOR

OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS

and

COAST PROFESSIONAL, INC.

PART I. PRELIMINARY STATEMENT

The Office of Federal Contract Compliance Programs ("OFCCP") evaluated Coast Professional Inc.'s ("Coast Professional") facility located at 214 Expo Circle, West Monroe, Louisiana and found that Coast Professional was not in compliance with the Executive Order 11246, as amended ("E.O. 11246"), and its implementing regulations at 41 C.F.R. Sections 60-1, 60-2 and 60-3. OFCCP notified Coast Professional of the specific violations found and the corrective actions required in a Notice of Violations issued on February 13, 2015. In the interest of resolving the violations without engaging in further legal proceedings and in exchange for the good and valuable consideration described in this document, OFCCP and Coast Professional enter into this contract ("Conciliation Agreement" or "Agreement") and agree to all the terms stated below.

PART II. GENERAL TERMS AND CONDITIONS

1. In exchange for Coast Professional's fulfillment of all obligations in Parts III and IV of the Agreement, OFCCP agrees not to institute administrative or judicial enforcement proceedings under E.O. 11246 based on the violations described in more detail in Part III below. However, OFCCP has the right to initiate legal proceedings to enforce the Agreement itself or to correct and obtain relief for the violations described in Part III if Coast Professional violates this Agreement. Nothing in this Agreement precludes OFCCP from initiating enforcement proceedings based on future compliance evaluations or complaint investigations.
2. Coast Professional agrees that OFCCP may review its compliance with this Agreement. As part of such review, OFCCP may require written reports, inspect the premises, interview witnesses, and examine and copy documents. Coast Professional will permit access to its premises during normal business hours for these purposes and will provide OFCCP with all reports and documents requested.

3. Coast Professional understands that nothing in this Agreement relieves Coast Professional of its obligation to fully comply with the requirements of E.O. 11246, Section 503 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 793 ("Section 503"), and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 ("VEVRAA"), their implementing regulations, and other applicable equal employment laws.
4. Coast Professional promises not to harass, intimidate, threaten, discriminate, or otherwise retaliate against any individual because the individual: benefits from this Agreement, files a complaint or participates in any investigation or proceeding under E.O. 11246, Section 503, and/or VEVRAA, or engages in any activity listed at 41 C.F.R. § 60-1.32(a).
5. The parties understand the terms of this Agreement and enter into it voluntarily.
6. This document and its attachments contain the complete and final understanding of the parties with respect to the matters referenced herein. This Agreement contains all terms by which the parties are bound and it supersedes all prior written or oral negotiations and agreements. There will be no modifications or amendments to this Agreement unless they are in writing, signed by all parties.
7. If one or more provisions of this Agreement are rendered unlawful or unenforceable, the remaining provisions will remain in full force and effect.
8. This Agreement becomes effective on the day it is signed by the Regional Director of the Southwest and Rocky Mountain Region (the "Effective Date") unless the Director of OFCCP indicates otherwise within 45 calendar days of the date the Regional Director signs the Agreement.
9. This Agreement will expire sixty (60) days after Coast Professional submits the final progress report required in Part IV (D), below, unless OFCCP notifies Coast Professional in writing prior to the expiration date that Coast Professional has not fulfilled all of its obligations under the Agreement, in which case the Agreement is automatically extended until the date that OFCCP determines Coast Professional has met all of its obligations under the Agreement.
10. If Coast Professional violates this Conciliation Agreement,
 - A. The procedures set forth at 41 C.F.R. § 60-1.34 will govern:
 - 1) If OFCCP believes that Coast Professional violated any term of the Agreement while it was in effect, OFCCP will send Coast Professional a written notice stating the alleged violations and summarizing any supporting evidence.
 - 2) Coast Professional will have 15 days from receipt of such notice to demonstrate in writing that it has not violated the Conciliation Agreement, unless such a delay would result in irreparable injury to the employment rights of affected employees or applicants.

3) If Coast Professional is unable to demonstrate that it has not violated the Agreement, or if OFCCP alleges irreparable injury, enforcement proceedings may be initiated immediately without issuing a show cause notice or proceeding through any other requirement.

4) OFCCP may seek enforcement of this Agreement itself and is not required to present proof of any underlying violations resolved by this Agreement.

B. Coast Professional may be subject to the sanctions set forth in Section 209 of the Executive Order and/or other appropriate relief for violation of this Agreement.

- 11.** This Agreement does not constitute an admission by Coast Professional of any violation of E.O. 11246, Section 503, VEVRAA, or other laws, nor has there been an adjudicated finding that Coast Professional violated any laws.

PART III. SPECIFIC VIOLATIONS AND REMEDIES

1. **VIOLATION:** During the period of January 1, 2012 through December 31, 2012, OFCCP found Coast Professional is not in compliance with 41 CFR 60-1.4 (a) (1). OFCCP's analysis of Coast Professional's hiring process and selection procedures revealed Coast Professional discriminated against female applicants for Collector positions.

OFCCP found female applicants for Collector positions were disproportionately eliminated from consideration for employment as compared to similarly-situated male applicants. For purposes of its analysis, OFCCP relied on employment applications, the applicant flow log, hire and payroll records provided by Coast Professional to identify applicants included in the Collector applicant pool. OFCCP considered the applicant pool as those individuals who applied for, were considered for, or were hired into any Collector position during the period.

OFCCP refined the Collector applicant pool by removing applicants who applied prior to January 1, 2012 and after December 31, 2012; applicants who were duplicates; applicants who did not have a high school diploma or GED; applicants who were not authorized to work in the United States; an applicant who filled out a sample application to test the online application system; applicants who voluntarily withdrew themselves from the application process; applicants who were hired into a different position; applicants under the age of 18; and applicants who defaulted on a student loan. The refined analysis of the hiring data showed that of ^{(b) (7)(E)} female applicants, ^{(b) (7)(E)} or ^{(b) (7)(E)} % were hired, and of ^{(b) (7)(E)} male applicants, ^{(b) (7)(E)} or ^{(b) (7)(E)} % were hired. This resulted in a statistically significant disparity of ^{(b) (7)(E)} standard deviations, and a shortfall of 12.

OFCCP found that Coast Professional's hiring process and selection procedures resulted in discrimination against 675 female applicants for Collector positions who applied between January 1, 2012 and December 31, 2012.

REMEDY: Coast Professional agrees to immediately cease practices and/or policies negatively affecting female applicants and to take the following corrective actions:

(a) Revision of the Hiring Process, Implementation and Training: Within 60 calendar days of the Effective Date of this Agreement, Coast Professional agrees to conduct a comprehensive evaluation of its hiring policies, procedures, and practices, as well as implementation, training and monitoring of these policies, procedures and practices relating to its hiring of Collectors to include the following:

- i. Identification of the qualifications and criteria to be used to place applicants into the Collector applicant pool.
- ii. Identification of the qualifications and criteria to be used to eliminate and/or select applicants at each step of the hiring process, including the qualifications and criteria to be used in any application screen, interview, post-hiring screen or other selection procedure.
- iii. Procedures to ensure decisions are documented at each step in the hiring process.

(b) Notification: Within 15 calendar days of the Effective Date of this Agreement, Coast Professional shall notify the female applicants shown on Attachment 1 (“Class Members”) of the terms of this Agreement by mailing via first class mail to each Class Member the Notice to Class Members (Attachment 2, “Notice”), the Information Verification & Employment Interest Form (Attachment 3, “Interest Form”), the Release of Claims Under Executive Order 11246 (Attachment 4, “Release”), and a postage paid return envelope. Coast Professional will notify OFCCP weekly of all letters returned as undeliverable. In addition, within 60 calendar days of the Effective Date, Coast Professional will provide a list to OFCCP of those Class Members who have not yet responded to the Notice and/or have not returned a fully executed Interest Form and Release. OFCCP will then initiate efforts to locate those Class Members and provide the updated contact information to Coast Professional.

Coast Professional agrees to mail by first class mail a second Notice, Interest Form, Release, and postage paid return envelope to Class Members OFCCP locates within five days of receipt of new contact information.

(c) Eligibility: All Class Members who sign and return the Interest Form and Release to either Coast Professional or OFCCP within 120 calendar days of the Effective Date of this Agreement (“Eligible Class Members”) will equally share the monetary settlement and, if indicating an interest in employment, will be eligible to be considered for a job pursuant to this Agreement. If a Class Member has not returned the Interest Form and Release to Coast Professional or OFCCP within 120

calendar days of the Effective Date of this Agreement, the Class Member will no longer be entitled to any relief pursuant to this Agreement.

Within 125 calendar days of the Effective Date of this Agreement, Coast Professional will provide OFCCP with a list of all Class Members who returned the Interest Form and Release within 120 calendar days of the Effective Date, along with a copy of each executed Interest Form and Release it received. OFCCP will provide Coast Professional with all original executed Release and Interest Forms it receives. Within 135 calendar days from the Effective Date, OFCCP will review and approve the final list of Eligible Class Members or discuss with Coast Professional any issues necessary to finalize the list, such as the inclusion or exclusion of certain Class Members. The monetary payment discussed in paragraph (e) below will be divided equally among all Eligible Class Members on the final approved list.

All Eligible Class Members are entitled to their share of the monetary settlement regardless of whether they are interested in employment with Coast Professional.

- (d) Employment: As Collector positions become available, Coast Professional agrees to extend job offers for Collector positions to qualified Eligible Class Members who express an interest in employment with Coast Professional, until 12 female Eligible Class Members have successfully completed the selection process and are hired, or until the list of such Eligible Class Members who express an interest in employment is exhausted, whichever occurs first. Eligible Class Members shall be considered in the order Coast Professional receives their Interest Forms expressing an interest in employment. Coast Professional shall initiate its hiring of Eligible Class Members and will endeavor to complete its hiring obligations under this section within 24 months of the Effective Date of this Agreement. If the hiring obligation is not fulfilled within 24 months, OFCCP may extend the Agreement until the hiring obligation is fully satisfied or the Eligible Class Member list is exhausted.

Eligible Class Members will be allowed two weeks to report for work after receiving a written job offer from Coast Professional. The Eligible Class Members hired into Collector positions pursuant to this Agreement shall be paid the prevailing current wage rate for the Collector position and shall be provided with the same benefits as other Collector employees. In addition, all Eligible Class Members hired shall receive retroactive seniority to the date of their original application for all purposes, including job retention, job bidding and benefits to the extent that plan documents allow for retroactive seniority.

- (e) Monetary Settlement: Coast Professional agrees to distribute \$82,250 (\$68,267.50 in back pay and \$13,982.50 in interest), less legal deductions required by law from back pay only (such as federal, state and/ or local taxes and the Eligible Class Member s' share of FICA taxes), in equal shares among all Eligible Class Members on the final approved list. Coast Professional will pay the Internal

Revenue Service ("IRS") the employer's share of social security withholdings and will mail each Eligible Class Member an IRS W-2 Form reporting the portion of the payment representing back pay and an IRS Form 1099 for the portion of the payment representing interest. These IRS forms will be mailed at the end of the year. Coast Professional will disburse the monetary settlement within 15 calendar days after OFCCP approves the final list of Eligible Class Members.

Within five calendar days of Coast Professional's receipt of a check to an Eligible Class Member returned as undeliverable, Coast Professional will notify OFCCP of this fact via e-mail sent to (b) (6), (b) (7)(C), at (b) (6), (b) (7)(C)@dol.gov. OFCCP will attempt to locate the Eligible Class Member and if OFCCP obtains an alternate address or confirms the correct mailing address, Coast Professional will re-mail the check within five calendar days of receiving an alternate or corrected address. Any check that remains uncashed 120 days after the initial date the check was mailed to the Eligible Class Member will be void. With respect to any uncashed funds, Coast Professional will make a second distribution to all Eligible Class Members who cashed their first check if the amount of the un-cashed funds would result in a payment of \$30.00 or more to each of the located Eligible Class Members. If the total amount of un-cashed funds would result in a payment of less than \$30.00 to each located Eligible Class Member, Coast Professional shall use those un-cashed funds to provide training in equal employment opportunity to its personnel in addition to the training it is obligated to provide described in paragraph (a) above.

2. **VIOLATION:** Coast Professional failed to implement an applicant tracking system in accordance with the requirements of 41 CFR 60-3.4 and 60-3.15 and failed to collect and maintain personnel and employment records in accordance with the requirements of 41 CFR 60-1.12(a) and 41 CFR 60-1.12(c). Coast Professional did not capture and maintain applicant data by race and gender prior to January 1, 2012. Specifically, during the period of February 9, 2011 through December 31, 2011 Coast Professional failed to collect, preserve and make available to OFCCP complete and accurate records identifying the race, gender and ethnicity of each of its applicants.

REMEDY: At such time as Coast Professional obtains federal contracts, Coast Professional agrees to continue to implement an adequate applicant tracking system that accurately captures and maintains the race, gender and ethnicity of applicants that will allow Coast Professional to analyze the pool of applications for:

- a) Nondiscrimination purposes to monitor for any disparate treatment or any unlawful adverse impact in the selection process; and
- b) Affirmative action purposes to ensure the process is yielding an appropriate pool of qualified minority and female applicants.

3. **VIOLATION:** During the period February 9, 2011 through February 8, 2013 Coast Professional failed to conduct an adverse impact analysis in accordance with the requirements of 41 CFR 60-2.17(b), 60-3.4A, 60-3.15A. Specifically, Coast Professional failed to conduct an analysis on its total selection process and subsequently failed to conduct the required analysis on the individual components of the selection process.

REMEDY: At such time as Coast Professional obtains federal contracts, Coast Professional agrees to conduct adverse impact analyses by job in accordance with the requirements of 41 CFR 60-2.17(b), 60-3.4A, 60-3.15A for each group constituting more than 2% of the labor force in the relevant labor area, or 2% of the applicable workforce and maintain records or other information for each group that accurately discloses the impact of its selection procedures. If adverse impact is identified in the total selection process, Coast Professional will evaluate each individual component of the selection process for adverse impact. If adverse impact is found to exist in any of the individual components of the selection process, Coast Professional will validate each such component in accordance with the Uniform Guidelines on Employee Selection Procedures or utilize selection procedures which do not result in adverse impact.

PART IV: REPORTING:

Coast Professional must submit the documents and reports described below to OFCCP:

Rachel M. Woods
District Director
U.S. DOL/OFCCP
600 South Maestri Place, Room 805
New Orleans, LA 70130

Coast Professional will provide OFCCP with all documents and information referenced in paragraphs (b) and (d) of Remedy 1 within the prescribed timeframes. Such documents and information include, but are not necessarily limited to, letters returned as undeliverable, a list of Class Members who have not responded to or returned a fully executed Interest Form and Release within 60 calendar days of the Effective Date of the Agreement, a list of Class Members who have returned a signed Interest Form and Release within 120 calendar days of the Effective Date.

In addition to the above reports, Coast Professional will submit four semi-annual progress reports. The first semi-annual progress report shall be due seven months from the Effective Date of this Agreement and shall cover the six-month period beginning with the Effective Date.

Each subsequent report shall cover the successive six-month period, and shall be submitted 30 calendar days after the close of that six-month period. If there is an extension to the Conciliation Agreement because of the hiring obligation, Coast Professional shall continue to submit reports every six months until the end of its extended hiring obligation.

Pursuant to Violation 1, Coast Professional will submit the following in each progress report:

1. Documentation of monetary payments to all Eligible Class Members as specified in paragraph (d) of Remedy 1. The documentation shall include the names of Eligible Class Members who were paid, and for each Eligible Class Member, the number and the amount of the check. Coast Professional agrees to provide OFCCP with copies of all canceled checks upon request.
2. Documentation of the hires made to date of Eligible Class Members for Collector positions during the reporting period. Such documentation must include the name of each and every Eligible Class Member hired, the date of hire, and each Eligible Class Member's job title hired into, starting wage and proof of retroactive seniority for purposes of benefits if hired until 12 female class members are hired, or the list of class members who expressed an interest in employment is exhausted.
3. For those Eligible Class Members who were considered for employment but were not hired, Coast Professional will provide the reason for non-hire along with all relevant documentation (e.g. documentation that the Eligible Class Member declined a job offer).

Coast Professional will continue submitting the information above in progress reports until OFCCP determines that the back pay and hires have been fully implemented or until the hiring obligation has expired. Coast Professional will report on the hiring obligations every six months for two years. If the hiring obligation is not fulfilled within 24 months, OFCCP may extend the Agreement and implement provisions as set forth in Part III, Remedy 1 (d). If complete documentation is provided in one progress report, it need not be resubmitted in a subsequent progress report.

Coast Professional, at such time it obtains federal contracts, will submit the following in each progress report:

1. The total number of applicants and hires by applicable race, gender and ethnic group for Collector positions during the reporting period;
2. For Collector positions, the results of Coast Professional's analysis as to whether its total selection process has adverse impact, as defined in 41 CFR 60-3.4D, on those members of groups set forth in 41 CFR 60-3.4 B;*
3. For each instance where the total selection process has an adverse impact, as defined in 41 CFR 60-3.4D, the results of Coast Professional's evaluation of the individual components of the selection process for adverse impact;
4. The actions taken by Coast Professional upon determining that any component of the selection process for Collectors has an adverse impact on members of groups set forth in subparagraph 1 and/or 2, above.

Coast Professional will retain records pertinent to the violations resolved by this Conciliation Agreement and to the reports submitted under it, including the underlying information on which the reports are based, until the expiration date of the Conciliation Agreement or consistent with regulatory requirements, whichever is later.

Coast Professional agrees not to repeat the above violations.

PART V: SIGNATURES:

This Conciliation Agreement is hereby executed by and between the OFCCP and Coast Professional.

(b) (6), (b) (7)(C)

Brian Davis
Chief Executive Officer
Coast Professional, Inc.
Date: 9-29-2015

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)
Compliance Officer
New Orleans District Office
OFCCP
Date: 9-30-2015

(b) (6), (b) (7)(C)

Rachel M. Woods
District Director
New Orleans District Office
OFCCP
Date: 9/30/2015
(b) (6), (b) (7)(C)

Melissa L. Speer
Regional Director
Southwest & Rocky Mountain Region
OFCCP
Date: 9-30-2015

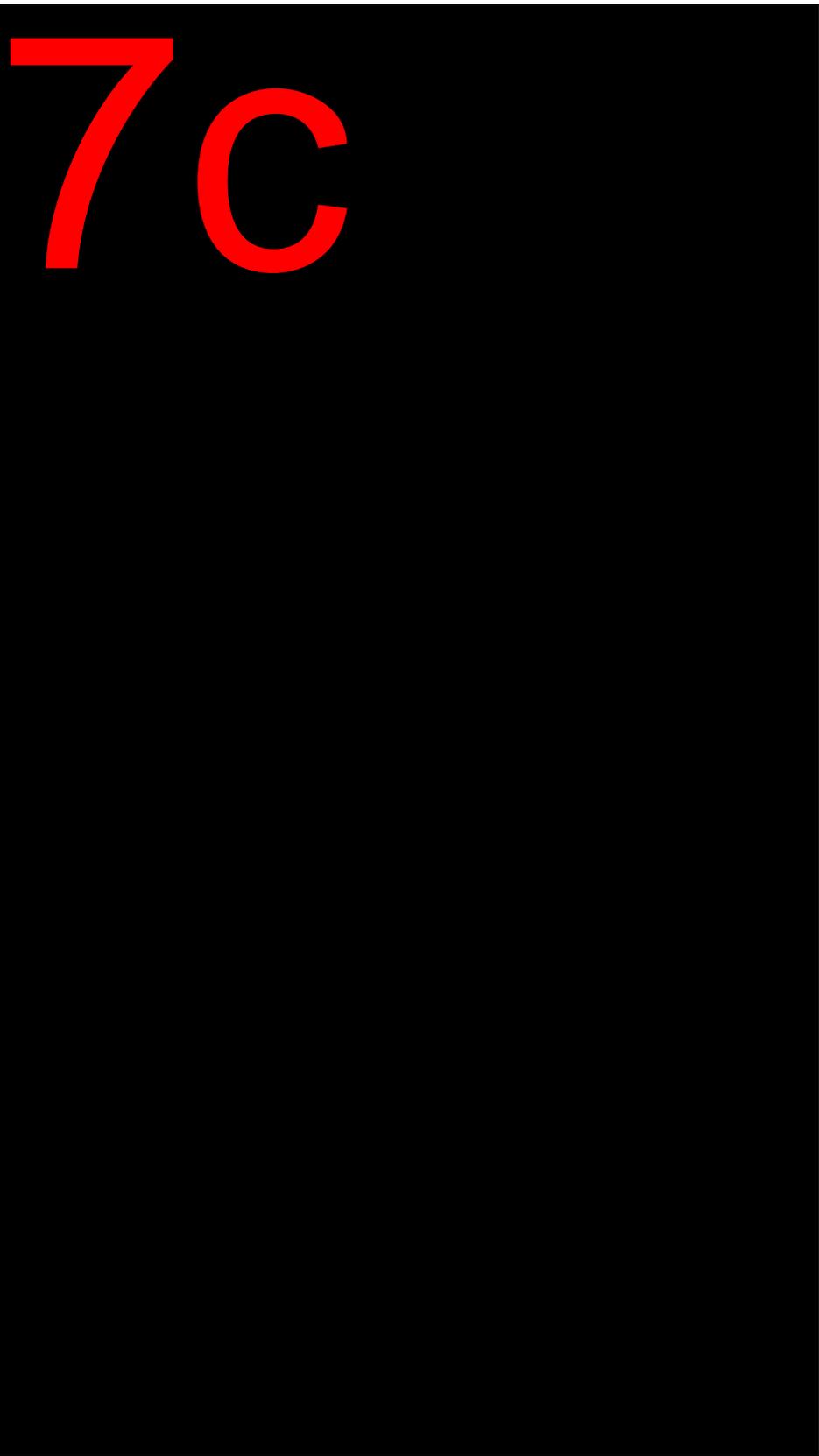
ATTACHMENT 1
AFFECTED CLASS LIST

Class Number	Last Name	First Name	Gender	Application Date
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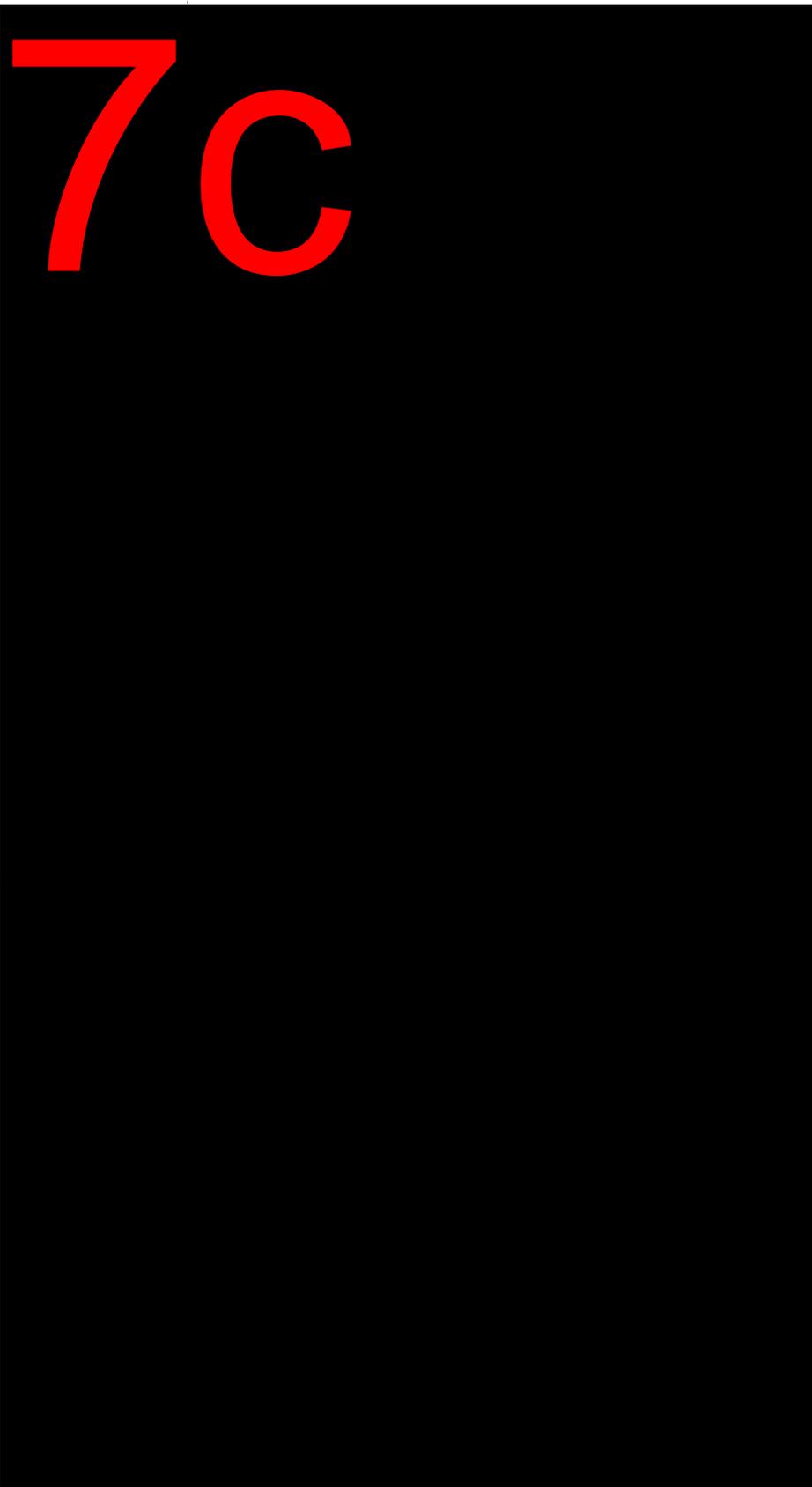
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ATTACHMENT 2

(NOTICE TO CLASS MEMBERS)

Dear Potential Class Member:

Coast Professional, Inc. ("Coast Professional") and the U.S. Department of Labor's Office of Federal Contract Compliance Programs ("OFCCP") have entered into a Conciliation Agreement ("Agreement") to settle alleged disparities in selecting applicants for the Collector position at 214 Expo Circle, West Monroe, Louisiana, during the period of January 1, 2012 through December 31, 2012, and to resolve the matter without further legal proceedings. Coast Professional has denied any wrongdoing. You have been identified as one of the individuals who was interested in applying for a Collector position during that time period but was not hired. To benefit under the Agreement, you may be required to provide proof of identity.

As part of this Agreement, you may be eligible to receive a payment of at least \$121.85 less lawful payroll deductions. Under the terms of this Agreement, it may take up to six months from the date of this letter before you receive a payment. In order to be eligible for a payment, you must complete, sign and return the following two documents to the address below: (1) Information Verification & Employment Interest Form and (2) Release of Claims Under Executive Order 11246. These two documents should be returned as soon as possible, but they must be returned to the following address no later than **insert date 120 days first from the effective date of the Agreement** for you to be entitled to participate in this settlement:

Coast Professional, Inc..
ATTN: 3rd Party Administrator

Enclosed please find a postage paid return envelope that you can use to return the completed and signed documents.

In addition to the monetary payment, Coast Professional may be making job offers for Collector positions to a limited number of individuals receiving this notification. It is not certain that you will receive a job. If you are still interested in employment with Coast Professional, please check the appropriate box on the enclosed Information Verification & Employment Interest Form. Those receiving this notice will be considered for Collector positions in the order that Coast Professional receives the Information Verification & Employment Interest Forms expressing an interest in employment. You must have the qualifications that are required for the position in order to be eligible to receive one of these positions.

By entering into this Agreement, Coast Professional has not admitted, nor has there been any finding by a court, that Coast Professional violated any laws when you were not considered or hired for the position for which you were interested. Coast Professional has entered into this Agreement to resolve alleged disparities in selecting applicants and to resolve the matter without further legal proceedings.

If you have any questions you may call 3rd Party Administrator at (XXX) XXX-XXX, or OFCCP Compliance Officer (b) (6), (b) (7)(C) at (504) 589-6575. Your call will be returned as soon as possible.

IF YOU FAIL TO COMPLETE AND RETURN THE ENCLOSED DOCUMENTS TO COAST PROFESSIONAL OR BEFORE [INSERT DATE 120 DAYS FROM THE EFFECTIVE DATE OF THE AGREEMENT], YOU WILL NOT BE ELIGIBLE TO RECEIVE A PAYMENT OR TO BE CONSIDERED FOR A JOB OFFER.

Sincerely,

Brian Davis
Chief Executive Officer
Coast Professional, Inc.

Enclosures
Information Verification & Employment Interest Form
Release of Claims Under Executive Order 11246

ATTACHMENT 3

(VERIFICATION & EMPLOYMENT INTEREST FORM)

INFORMATION VERIFICATION & EMPLOYMENT INTEREST FORM

You must complete this form in order to be eligible for the monetary payment and/or employment opportunities under the terms of the Conciliation Agreement ("Agreement") between Coast Professional, Inc. ("Coast Professional") and the Department of Labor's Office of Federal Contract Compliance Programs. Please print legibly, except for the signature.

Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____ Cell phone number _____

Notify Coast Professional at the address below if your address or phone number changes within the next twelve months.

Your Social Security Number is required for tax purposes: _____ - _____ - _____

For purposes of this settlement, it is necessary to verify your gender. Please check where applicable:

Male Female

Please indicate below whether you are currently interested in employment in a Collector position with Coast Professional. If you complete, sign, and return this Information Verification & Employment Interest Form and the enclosed Release of Claims under Executive Order 11246, you will be eligible to receive the monetary payment whether or not you are interested in employment at this time.

Yes, I am interested in employment with Coast Professional as a Collector.

No, I am not interested in employment with Coast Professional as a Collector.

YOU MUST RETURN THIS FORM AND THE EXECUTED RELEASE OF CLAIMS UNDER EXECUTIVE ORDER 11246 NO LATER THAN [INSERT DATE 120 DAYS FROM THE EFFECTIVE DATE OF THE AGREEMENT] TO:

Coast Professional, Inc.
ATTN: 3rd Party Administrator
XXXXXXX
XXXXXXXXXXXXXXXXXX

I, _____, certify the above is true and correct.
(print name)

Signature _____ Date _____

ATTACHMENT 4

(RELEASE OF CLAIMS UNDER EXECUTIVE ORDER 11246)

This Release of Claims under Executive Order 11246 ("Release") is a legal document. This document states that in return for Coast Professional, Inc. ("Coast Professional") paying you money, you agree that you will not file any lawsuit against Coast Professional for allegedly violating Executive Order 11246 in connection with its selection procedures for applicants for Collector positions. It also says that Coast Professional does not admit it violated any laws. This Release says you had sufficient time to look at the document, to talk with others about the document, including any attorney if you choose, and that no one pressured you into signing the document. Finally, it says that if you do not sign and return the document by a certain date, you will not receive any money.

In consideration of the payment of at least \$ 121.85 (less deductions required by law) by Coast Professional to me, which I agree is acceptable, I, _____, agree to the following: (print name)

I hereby waive, release and forever discharge Coast Professional, its predecessors, successors, related entities, parents, subsidiaries, affiliates and organizations, and its and their shareholders, directors, officers, employees, agents, successors, and assigns, of and from any and all actions, causes of action, damages, liabilities, and claims arising out of or actionable under Executive Order 11246, as amended, which I or my representatives (heirs, executors, administrators, or assigns) have or may have which relate in any way to my non-selection for employment at any time through the effective date of this Release.

II.

I understand that Coast Professional denies that it treated me unlawfully or unfairly in any way and that Coast Professional entered into a Conciliation Agreement with the U.S. Department of Labor, Office of Federal Contract Compliance Programs ("OFCCP") and agreed to make the payment described above to resolve alleged disparities in selecting applicants and to resolve the matter without further legal proceedings in the compliance evaluation initiated by OFCCP on February 8, 2013. I further agree that the payment of the aforesaid sum by Coast Professional to me is not to be construed as an admission of any liability by Coast Professional.

III.

I declare that I have read this Release and that I have had a full opportunity to consider and understand its terms and to consult with my advisors. I further declare that I have decided of my own free will to sign this Release.

IV.

I understand that if I do not sign this Release and return it to Coast Professional no later than **[insert date 120 days from the effective date of the Agreement]**; I will not be entitled to receive the payment described above from Coast Professional.

IN WITNESS WHEREOF, I have signed this document on this _____ day of _____, 20█.

Class Member Signature