

Conciliation Agreement
Between the
U.S. Department of Labor Office of Federal Contract Compliance Programs
and
Orders Construction Company, Inc.

I. Preliminary Statement

The Office of Federal Contract Compliance Programs (OFCCP) evaluated the Orders Construction Company, Inc.'s (Orders Construction) federally assisted and non-federal construction projects located in the Johnson City - Kingsport - Bristol, TN - VA Non-Standard Metropolitan Statistical Area (Non-SMSA), beginning on March 6, 2023. OFCCP found that Orders Construction failed to comply with Executive Order 11246, as amended (E.O. 11246 or the Executive Order), and their respective implementing regulations at 41 CFR Chapter 60.

OFCCP notified Orders Construction of the specific violation(s) and the corrective action(s) required in a Notice of Violation (NOV) issued on October 24, 2023.

In the interest of resolving the violations without engaging in further legal proceedings and in exchange for sufficient consideration described in this document, OFCCP and Orders Construction enter into this Conciliation Agreement (Agreement) and its attachments, and the parties agree to all the terms therein.

II. General Terms and Conditions

1. In exchange for Orders Construction's fulfillment of all its obligations in this Agreement, OFCCP will not institute administrative or judicial enforcement proceedings under E.O. 11246, based on the violation(s) alleged in the NOV. However, OFCCP retains the right to initiate legal proceedings to enforce this Agreement if Orders Construction violates any provision of this Agreement, as set forth in Paragraph 10, below. Nothing in this Agreement precludes OFCCP from initiating enforcement proceedings based on future compliance evaluations or complaint investigations.
2. OFCCP may review Orders Construction's compliance with this Agreement. As part of this review, OFCCP may require written reports, inspect the premises, interview witnesses, and examine and copy documents. Orders Construction will permit access to its premises during normal business hours for these purposes and will provide OFCCP with all hard copy or electronic reports and documents OFCCP requests, including those specified in this Agreement.
3. Nothing in this Agreement relieves Orders Construction 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), the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (VEVRAA), their implementing regulations, or other applicable laws requiring nondiscrimination or equal employment opportunity through affirmative action.

4. Orders Construction agrees that it will not retaliate against any potential or actual beneficiary of this Agreement or against any person who files a complaint, who has provided information or assistance, or who participates in any manner in any proceeding in this matter.
5. The parties understand the terms of this Agreement and enter into it voluntarily.
6. This Agreement constitutes the entire Agreement and represents the complete and final understanding of the parties. This Agreement contains all of the terms binding the parties and it supersedes all prior written and oral negotiations and agreements. Any modifications or amendments to this Agreement must be agreed upon in writing and signed by all parties. If an administrative error is found, OFCCP will work in good faith with all parties to make the corrections.
7. This Agreement becomes effective on the day it is signed by the District Director (Effective Date).
8. If one or more provisions of this Agreement is deemed unlawful or unenforceable, the remaining provisions will remain in full force and effect.
9. This Agreement will expire sixty (60) days after Orders Construction submits its final progress report required in Section IV, below, unless OFCCP notifies Orders Construction in writing before the expiration date that Orders Construction has failed to fulfill all of its obligations under the Agreement. In this instance, the Agreement is automatically extended until the date that OFCCP determines that Orders Construction has met all of its obligations under the Agreement.
10. If Orders Construction violates this Agreement:
 - a. The procedures at 41 C.F.R. 60-1.34 will govern:
 - i. OFCCP will send Orders Construction a written notice stating the alleged violation(s) and summarizing any supporting evidence.
 - ii. The Orders Construction shall have fifteen (15) days from receipt of the notice to respond, except in those cases in which such a delay would result in irreparable injury to the employment rights of affected employees or applicants.
 - iii. If Orders Construction 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.
 - iv. In the event of a breach of this Agreement by the Orders Construction, OFCCP may elect to proceed to a hearing on the entire case and seek full make-whole relief, and not be limited to the terms in the Agreement.

- b. Orders Construction may be subject to the sanctions set forth in Section 209 of the Executive Order, 41 C.F.R. 60-1.27, and/or other appropriate relief for violating this Agreement.
11. Orders Construction does not admit any violation of the Executive Order, Section 503 or VEVRAA, nor has there been an adjudication on the merits regarding any such violation.
12. OFCCP may seek enforcement of this Agreement itself and is not required to present proof of any underlying violations resolved by this Agreement.
13. The parties understand and agree that nothing in this Agreement is binding on other governmental departments or agencies other than the OFCCP.
14. Each party shall bear its own fees and expenses with respect to this matter.
15. This Agreement is limited to the facts of this case. Neither this Agreement, nor any part of the negotiations that occurred in connection with this Agreement, shall constitute admissible evidence with respect to any OFCCP policy, practice or position in any lawsuit, legal proceeding, administrative proceeding, compliance evaluation, or audit, except for legal or administrative proceedings concerning the enforcement or interpretation of this specific Agreement.
16. All references to “days” in this Agreement are calendar days. If any deadline for an obligation scheduled to be performed under this Agreement falls on a weekend or a federal holiday, that deadline will be extended to the next business day.

III. Technical Violations and Remedies

1. **VIOLATION:** During the period January 1, 2022, through December 31, 2022, Orders Construction failed to provide written notification to OFCCP within 10 working days of award of any construction subcontract in excess of \$10,000 that was made under a covered federal or federally assisted construction contract, as required by 41 CFR 60-4.2(d)3.

REMEDY: Orders Construction will provide written notification to OFCCP within 10 working days of award of any construction subcontract in excess of \$10,000 that is made under a covered federal or federally assisted construction contract, as required by 41 CFR 60-4.2(d)3. Orders Construction will provide notification via the Notification of Construction Contract Award Portal (NCAP) at <https://www.dol.gov/agencies/ofccp/ncap>.

2. **VIOLATION:** During the period January 1, 2022, through December 31, 2022, Orders Construction failed to provide written notification to minority and female recruitment sources and to community organizations when Orders Construction or its union had employment opportunities available, and maintain a record of the organizations' responses, as required by 41 CFR 60-4.3(a)7.b.

REMEDY: Orders Construction will provide written notification to minority and female recruitment sources and to community organizations when Orders Construction or its union has employment opportunities available, and maintain a record of the organizations' responses, as required by 41 CFR 60-4.3(a)7.b.

3. **VIOLATION:** During the period January 1, 2022, through December 31, 2022, Orders Construction failed to disseminate its EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting Orders Construction in meeting its EEO obligations, as required by 41 CFR 60-4.3(a)7.f.

REMEDY: Orders Construction will disseminate its EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting Orders Construction in meeting its EEO obligations, as required by 41 CFR 60-4.3(a)7.f.

IV. OFCCP Monitoring Period

1. **Recordkeeping.** Orders Construction agrees to retain all records relevant to the violations cited in Section III above and the reports submitted in compliance with Paragraph 2, below. These records include underlying data and information such as Human Resources Information System (HRIS) and payroll data, job applications and personnel records, and any other records or data used to generate the required reports. Orders Construction will retain the records until this Agreement expires or for the time period consistent with regulatory requirements, whichever is later.
2. **Orders Construction Report.**

Orders Construction agrees to furnish OFCCP with the following report during the Monitoring Period. The report will contain the documentation specified according to the dates scheduled:

Progress Report: Due on November 29, 2024, covering the period of November 1, 2023, through October 31, 2024.

Documentation of the following will be provided with the progress report:

- i. Documentation that Orders Construction provided written notification to OFCCP within 10 working days of award of any construction subcontract in excess of \$10,000 that is made under a covered federal or federally assisted construction contract.
- ii. A current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when Orders Construction or its union has employment opportunities available, and maintain a record of the organizations' responses during the reporting period.

- iii. Documentation showing that Orders Construction disseminated its EEO policy by providing notice of the policy to unions and training programs and requested their cooperation in assisting Orders Construction in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.

Orders Construction will submit reports to:

Queena Villere
District Director
400 North 8th Street, Suite 466
Richmond, VA 23219
(b) (6), (b) (7)(C)[@dol.gov](mailto:(b) (6), (b) (7)(C)@dol.gov)

Orders Construction and OFCCP have a common interest in the information being provided in the reports pursuant to this Agreement. To the extent any of the reports Orders Construction provides in accordance with this Agreement are trade secrets, commercial, and/or financial in nature, and customarily kept private or closely-held, and Orders Construction believes should remain confidential under Exemption 4 of the Freedom of Information Act (FOIA) in the event of a FOIA request, Orders Construction will provide such reports to OFCCP marked as “Confidential”. In the event of a FOIA request, OFCCP will promptly notify Orders Construction of the FOIA request and provide Orders Construction an opportunity to object to disclosure. OFCCP will withhold disclosure of such reports to the maximum extent allowable by law.

3. **Close of Monitoring Period and Termination of Agreement.** This Agreement shall remain in effect until the Monitoring Period is completed. The Monitoring Period will close once OFCCP accepts Orders Construction’s final progress report as set forth in Section II, Paragraph 9 above. If OFCCP fails to notify Orders Construction in writing within sixty (60) days of the date of the final progress report that Orders Construction has not fulfilled all of its obligations under the Agreement, OFCCP will be deemed to have accepted the final report and the Monitoring Period and this Agreement will terminate. If OFCCP notifies Orders Construction within the allotted time that it has not fulfilled all of its obligations, this Agreement is automatically extended until the date that OFCCP determines Orders Construction has met all of its obligations under the Agreement.

V. SIGNATURES

The person signing this Agreement on behalf of Orders Construction Company, Inc. personally warrants that they are fully authorized to do so, that Orders Construction has entered into this Agreement voluntarily and with full knowledge of its effect, and that execution of this Agreement is fully binding on Orders Construction Company, Inc.

This Agreement is hereby executed by and between the Office of Federal Contract Compliance Programs and Orders Construction Company, Inc. at 501 6th avenue, Saint Albans, WV 25177.

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

Nate Orders
President
Orders Construction Company, Inc.
Saint Albans, WV 25177

DATE: 10/24/23

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

Queena Villere
District Director
Richmond Area Office

DATE: 10/26/2023

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

(b) (6), (b) (7)(C)
Compliance Officer
Richmond Area Office

DATE: 10/26/2023