New York State
Registered Apprenticeship Training Program

Sponsor Information Sheet and Instructions

Form AT 9 is used to collect data regarding sponsors and signatories for the New York State (NYS) Registered Apprenticeship Training Program. Please read the instructions on pages 3 and 4 before completing this form.

Section I

A. Sponsor name: Laurie Carey Consulting, LLC (DBA - Nebula Professional Development Academy)
B. Trade(s): Computer Support Technician, Software Developer, Technical Sales Representative, Instruction/Trainer
C. Type of Apprenticeship Training Program (check one):
   1. [x] Individual Non-Joint  2. [ ] individual Joint  3. [ ] Group Non-Joint*  4. [ ] Group Joint (JAC/JATC)*
   *For sponsors of group programs only (3 and 4) – See instructions for signatory list submission information.
D. Name of entity completing this form: Laurie Carey Consulting, LLC (DBA - Nebula Professional Development Academy)
E. Entity completing this form (check one):
   [x] Individual Employer/Sponsor  [ ] Union  [ ] JAC/JATC  [ ] Association
   [ ] Employer/Signatory company serving on the JAC/JATC, Board of Directors, or other governing body
F. Mailing address: Street: P.O. Box 175
   City/Town: Huntington  State: NY  Zip Code: 11743
G. Email: [hidden]  H. Phone: (631) 468-7475  I. Fax: (631) 293-8165
J. Federal Employer Identification Number (FEIN):
K. NYS Unemployment Insurance Employer Registration (ER) Number:
L. Is this entity required to report any employee wages under this FEIN to the NYS Department of Tax and Finance? [ ] Yes  [ ] No
M. Type of Entity (check one and provide attachments as noted in the instructions):
   [ ] Corporation  [ ] Partnership  [ ] Sole-Proprietor  [x] LLC  [ ] LLP  [ ] Other
N. How many years has your organization been in business?  6 years
O. Within the past five (5) years, have you done business under a different name? [ ] Yes  [x] No
   If ‘Yes’, provide attachments as noted in the instructions.

Section II

Complete all questions. (1 - 10), in this section and provide attachments as noted in the instructions.

Within the past five (5) years, has your organization, any substantially owned-affiliated entity, any predecessor company or entity, any owner of 10% or more of the entity's shares, any director, any officer, any partner, or any proprietor been the subject of:

1. Any conviction for a crime under state or federal law? [ ] Yes  [x] No
2. Any indictment or pending indictment for conduct constituting a crime under state or federal law? [ ] Yes  [x] No
3. Any grant of immunity for conduct constituting a crime under state or federal law? [ ] Yes  [x] No

** For the definitions of a 'substantially owned-affiliated entity' see the end of Section II, in the instructions.

AT 9 (11/20)
4. Any suspension, bid rejection, or disapproval by any governmental entity of any proposed contract or subcontract for lack of responsibility, or denial or revocation of pre-qualification for any bid in any state or municipality, or a voluntary exclusion agreement? □ Yes □ No

5. Any federal, state, or municipal debarments, including Workers' Compensation or Public Work? □ Yes □ No

6. Any pending or open investigation of a possible violation, or determination of a violation of any federal law or regulation including, but not limited to, investigations by the National Labor Relations Board (NLRB) or the United States Department of Labor (USDOL) Wage and Hour Division? □ Yes □ No

7. a. Any pending or open Occupational Safety and Health Administration (OSHA) investigation? □ Yes □ No

   b. Any OSHA citation that resulted in a final determination classified as serious, willful, or repeat? □ Yes □ No

8. a. Any pending or open investigation of a possible violation, or determination of a violation of New York State law or regulation, any other state law or regulation, or any municipal law or regulation including, but not limited to, investigations by the Bureau of Public Work, the Division of Safety and Health, or the Division of Labor Standards? □ Yes □ No

   b. If 'Yes', was the violation determined to be willful? □ Yes □ No

9. Any investigations, claims, or lawsuits before the US Equal Employment Opportunity Commission (EEOC), USDOL Office of Federal Contract Compliance Program (OFCCP), NYS Division of Human Rights, federal or state courts, or local Civil Rights Commissions? □ Yes □ No

10. Any stipulations, consent order, or if agreement involving any state, municipal, or federal enforcement action (judicial or regulatory) other than those covered above? □ Yes □ No

After completing Sections I and II, you must sign Section III, and have it notarized.

Section III

Certification – I, the undersigned, recognize that I submit this questionnaire to permit the New York State Department of Labor to review the background of the applicant, sponsor, union, or signatory employers and association(s) serving as a member of the JAC/JATC or other governing body at the time of new program application, during program probation, at recertification, or as otherwise deemed appropriate by the Department.

I certify:

- That the Department may use its sole discretion to choose the means to determine the truth and accuracy of all statements made herein.
- That intentional submission of false or misleading information may constitute a Class A misdemeanor under Penal Law (PL § 210.35), and may be punishable by a fine of up to $1,000 (PL § 80.05(1)) and/or imprisonment of up to one year (PL § 70.15(1)).
- That the information submitted in this questionnaire and any attachments is true, accurate, and complete.

The undersigned recognizes that any adverse information uncovered regarding any applicant, sponsor, signatory, or union participating in a Joint Apprenticeship Committee, or other sponsoring association, may adversely affect the sponsor’s application request or program. Signing this document constitutes permission to release this information (including UI information) concerning the entity completing this form to the program sponsor.

Signature of CEO, Chair, or representative granted legal authority to bind the Entity

Laurie Carey, CEO

Date

06/10/2021

Print name and title:

Sworn to me this: 10 day of June, 21

Signature of Notary Public or Commissioner of Deeds

Document Notarized using a Live Audio-Video Connection

NYS Department of Labor
Apprentice Training

JUN 15 2021

Central Office

2 of 4
Apprentice Training Program Registration Agreement

Revision □  
Nature of Change: New Program

<table>
<thead>
<tr>
<th>State Use Only</th>
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<tbody>
<tr>
<td>AT Sponsor No.</td>
</tr>
<tr>
<td>ATP Code</td>
</tr>
<tr>
<td>Effective Date</td>
</tr>
<tr>
<td>of AT Program</td>
</tr>
</tbody>
</table>

1. Name of Sponsor: Laurie Carey Consulting, LLC (DBA Nebula Professional Development Academy)
2. Mailing Address: P.O. Box 175 Huntington NY 11743 Suffolk
3. Actual Address: 1025 Old Country Road Westbury NY 11590 Nassau
4. Telephone No.: 631-468-7477 Ext. Fax No.: 631-293-8165
5. E-mail Address: Technical Sales Representative
6. Trade/Occupation: 

9. DOT Code: 10. Length of Program: months
11. Apprentice Probationary Period: Work process: Standard □ or Revised □
13. Minimum Journeyworker Rate: $ per month 14. Effective Date of Wages: 
15. Apprentice wage progression for each period – in months (M) or hours (H)

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
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<th>10</th>
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</tbody>
</table>

16. The sponsor agrees to comply with the provisions on this side and on the reverse of this agreement.

17. Signature of Official Sponsor Representative 03/13/2021 Date 18. Signature of Union Representative Date

Laurie Carey, CEO Print Name and Title

19. Signature New York State Department of Labor Date

NYS Department of Labor Apprentice Training

Central Office
Apprentice Training Program Affirmative Action Plan

To be Administered by: Laurie Carey Consulting, LLC DBA Nebula Professional Development Academy

Address: 1025 Old Country Road

Westbury, NY 11590

Plan is Effective From: 3/13/2021 To: 3/12/2026

On behalf of the above named sponsor, I certify that it is our intent to fulfill this Affirmative Action Plan.

Signature of Sponsor: ____________________________ Date: 3-13-2021

Print Name: Laurie Carey

Title: CEO

Do not write below this line.

Approved by: ____________________________ Date:

Title: NYS Department of Labor

NYS Department of Labor
Apprentice Training
JUN 15 2021
Central Office
Part I – Equal Opportunity Standards

A. Provide a brief description of the nature and extent of the Sponsor's business, the geographic area or jurisdiction where the business is performed, and the county or counties where the sponsor will recruit.

Nebula Academy is a workforce accelerator that provides intensive learning programs for workforce readiness in entry level technology career roles. We work hand-in-hand with our industry and university partners to create programs that help working adults from all backgrounds and experience levels gain the skills to pursue meaningful and rewarding careers in the fast-growing tech economy.

We are a global training organization with our headquarters on Long Island. We engage with candidates for our apprenticeship primarily from Nassau and Suffolk counties. We do plan to expand that reach as necessary to support the entire state of NY.

B. Equal Opportunity Pledge

The sponsor recognizes that all qualified persons shall have equal opportunity in apprenticeship training, agrees that the commitments contained in the Affirmative Action Plan shall not be used for discriminatory purposes, and agrees to adhere to the following Equal Opportunity Pledge:

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status or arrest record. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Part 600; and the Americans with Disabilities Act of 1990.

C. Affirmative Action Policy Statement

Attach a statement of the sponsor’s affirmative action policy. This statement must be the official policy available for public and internal distribution, be on sponsor letterhead and signed and dated by the Chief Executive Officer or the Chair of the Joint Apprenticeship Committee.

If responsibility for plan implementation has been delegated to other than the individual signing the Affirmative Action Policy Statement, that individual must be named in the Policy Statement.

D. Sexual Harassment Policy Statement

Attach a statement of the sponsor’s sexual harassment policy. This statement must be the official policy available for public and internal distribution, be on sponsor letterhead and signed and dated by the Chief Executive Officer or the Chair of the Joint Apprenticeship Committee.

/1 Sponsors needing assistance in developing an Affirmative Action and/or Sexual Harassment Policy Statement should contact the New York Department of Labor’s Division of Equal Opportunity Development.
Part II – Labor Force Analysis/Utilization Study

A. The total labor force is 6,103,285 in the following county(counties):

<table>
<thead>
<tr>
<th>Suffolk</th>
<th>Kings</th>
<th>Richmond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nassau</td>
<td>Bronx</td>
<td>Westchester</td>
</tr>
<tr>
<td>Queens</td>
<td>NY</td>
<td>Putnam</td>
</tr>
</tbody>
</table>

The labor force includes: /1

<table>
<thead>
<tr>
<th>Minorities</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td>1,120,912</td>
<td>18.4%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>1,403,905</td>
<td>23.0%</td>
</tr>
<tr>
<td>Other Minorities /2</td>
<td>743,605</td>
<td>12.2%</td>
</tr>
<tr>
<td>Total Minorities</td>
<td>3,268,422</td>
<td>53.6%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Women</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1,456,705</td>
<td>23.9%</td>
</tr>
</tbody>
</table>

B. The total minority and women staffing goals of this program are the percentage of these groups in the labor force in the county (counties) of recruitment.

Goal for Total Minorities: 53.6% 
Goal for Women: 6.9%

/1 Data on labor force is supplied by the New York State Department of Labor Research and Statistics Division, Bureau of Labor Market Information, State Office Bldg. Campus, Bldg. #12, Room 402, Albany, NY 12240 telephone: (516) 457-6657.
/2 Other Minorities: Native Americans; Alaskan Natives; Pacific Islanders; Asians.
### Part III – Current and Projected Staffing and Annual Goals

**Title of Trade** [Redacted]

#### A. Current Staffing in the Above Trade

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>African American</th>
<th>Hispanic</th>
<th>Other Minority</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>No.</td>
<td>%</td>
<td>No.</td>
<td>%</td>
</tr>
<tr>
<td>Active Journeyworkers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered Apprentices</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

#### B. Projected Number of Apprentice Indentures /1

<table>
<thead>
<tr>
<th>Year</th>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
<th>Totals</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>New Positions</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Vacancies from Turnover /2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Indentures</td>
</tr>
</tbody>
</table>

#### C. Annual Goals

Based on the data and projections above, the sponsor's annual goals are to indenture minorities and women in apprentice programs as follows: /1

<table>
<thead>
<tr>
<th>Year</th>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
<th>Totals</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>African American</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hispanic</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Other Minority</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Women</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Indentures</td>
</tr>
</tbody>
</table>

The sponsor's good faith efforts to meet these annual goals will be evaluated based on whether the sponsor is following the Affirmative Action Plan. The sponsor understands that if the annual goals are not being met, it may be necessary to re-evaluate and change the Affirmative Action Plan in order to increase its effectiveness.

/1 Where no apprentice indentures are planned for a particular group or year, enter "0".

/2 Includes program graduates and non-graduates, (e.g., voluntary quit, dismissals prior to completion).
Part IV – Action Plans and Requirements

A. Outreach and Positive Recruitment Plan

Detail all the specific activities the sponsor will undertake to expand the opportunities for minority and female participation in the apprenticeship program. (Attach additional sheets if necessary.) The extent of outreach and recruitment activities may vary with the size and type of program and its resources. Refer to Equal Employment Opportunity in Apprenticeship Training Regulations Section 600.5 (c) for examples of outreach and positive recruitment.

Outreach and Recruitment Activities:

Our organization utilizes outreach through our community partners, social media, prior program graduates, and all network relationships to bring awareness to the opportunity for recruitment of candidates. That outreach includes state and county divisions of labor, social services, veteran affairs, and many other government and private organizations that provide services to underrepresented populations and low income community members.

List continued below:

Suffolk County Department of Labor
725 Veterans Memorial Highway
Building 17
Hauppauge, NY 11788

Nassau County Department of Labor
One West St.
RM. 325
Mineola, NY 11501

301 W Old Country Road
Hicksville, NY 11801

NYS Department of Labor
Building 12
W. Averell Harriman State Office Campus
Albany, NY 12240

Federal Department of Labor
U.S. Department of Labor
200 Constitution Ave NW
Washington, DC 20210

Regional Economic Development Council
Cara Longworth, Regional Director
P.O. Box 3275
Farmingdale, NY 11735

Empire State Development
Long Island Region
P.O. Box 3275
Farmingdale, NY 11735

COTA – Council of Thought and Action
Wyandanch Community Center
1685 Straight Path
Wyandanch, NY 11798

CompTIA
Global Headquarters
3500 Lacey Road, Suite 100
Downers Grove, IL 60515

Nassau County Office of Hispanic Affairs
40 Main St.
Hempstead, NY 11550

JAMCP - International Association of Microsoft Certified Partners
909 Lake Carolyn Pkwy, Suite 320
Irving, TX 75039

Nassau County Office of Minority Affairs
1 West St #323
Mineola, NY 11501

Workforce Development Institute
96 South Swan Street
Albany, NY 12210

Bridgehampton Child Care and Recreation Center
551 Bridgehampton/ Sag Harbor Tpke
Bridgehampton, New York 11932

Suffolk County One Stop Employment Center
725 Veterans Memorial Hwy
Hauppauge, NY 11788

Hempstead Works
HempsteadWorks Career Center
50 Clinton St.
Suite 400
Hempstead, NY 11550

Long Island Women in Tech
Stefana Muller
President & Founder, Long Island Women in Tech
https://liwomensintech.com

Long Beach Adult Learning Center
500 Center Street
Long Beach, NY 11561

United Way of Long Island
819 Grand Blvd
Deer Park, NY 11729

Career & Employment Options, Inc.
Long Island Office:
1 Rabro Drive Suite 102
Hauppauge, N.Y. 11788
Part IV – Action Plans and Requirements (continued)

B. Recruitment

It is agreed that the sponsor will recruit applicants for apprenticeship by (Check One):

☐ 1. Requesting the NYS Department of Labor’s approval to conduct an area-wide public recruitment in accordance with the Department Regulations on Equal Employment Opportunity in Apprenticeship Training (Part 600).

   An area-wide public recruitment will publicize the following information:

   a. Estimated number of apprentice job openings to be filled.

   b. Eligibility requirements.

   c. Where and when applications may be obtained.

   d. When applications are to be submitted.

   e. Affirmative Action policy of the sponsor.

☒ 2. Listing all apprentice openings including minimum qualifications and selection standards with the NYS Job Bank (www.newyork.us.jobs/) for a minimum of five full working days before any selections are made.

☐ 3. Limiting recruitment to present employees of the sponsor and/or present members of the union sponsoring the apprenticeship program. Employees must have been hired and/or union members have been admitted without discrimination based on race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status or arrest record. Sponsors are encouraged to list all resulting vacancies with the NYS Job Bank (www.newyork.us.jobs/).

☐ 4. Recruiting apprentices by methods other than those in B 1, 2, or 3 above. A detailed statement of the recruitment method to be used must be attached to be submitted to the Commissioner of Labor for review and approval prior to being used. /*

C. Methods for Selection of Apprentices

Selection of apprentices will be made under one of the following four methods. (Check One):

☐ 1. Selection on basis of rank from a candidate list (only available for area-wide public recruitments). Composed of those eligible applicants who meet the minimum qualifications and complete the selection process.

   a. When this method is used: (1) the qualifications of each eligible applicant will be evaluated and scored on each of the selection standards used; (2) the scores will be added to obtain a total score for each applicant; (3) each applicant who completes the evaluation process will be placed on a list of candidates for apprenticeship in order of rank based on the total score. Seniority of employment and/or seniority of union membership may be one of the selection standards.

   b. The list of candidates will remain valid for a minimum period of two years, or until the list is exhausted.

   c. At least 10 days prior to the time when each eligible applicant is first required to demonstrate his/her qualifications, each eligible applicant will be notified in writing of the qualifications on which he/she will be evaluated, the time and place for submitting evidence of qualifications, and the time and place for testing and/or interview.

/* A sponsor using this method of recruitment should contact their Apprentice Training Representative for technical assistance.
Part IV – Action Plans and Requirements (continued)

C. Methods for Selection of Apprentices (continued)

☐ 2. Selection on basis of rank from a candidate list (available for non area-wide public recruitments). Composed of those eligible applicants who meet the minimum qualifications and complete the selection process.
   a. When this method is used, the applicants will be evaluated and ranked on the basis of predetermined minimum qualifications and selection standards. These qualifications and standards are to be included in all notices regarding apprentice openings.
   b. The list of candidates will remain valid for a minimum period of two months or until the list is exhausted, unless otherwise specified by the collective bargaining agreement. /1

☐ 3. Selection on a random basis. From a candidate list composed of applicants who meet the minimum qualifications and complete the selection process.
   a. The method of random selection shall be subject to approval by the Commissioner of Labor.
   b. Supervision of the random selection process shall be by an impartial person or persons, selected by the sponsor, not associated with the administration of the apprenticeship program.
   c. The expected time and place of the selection shall be indicated in the recruitment notice.
   d. The place of the selection shall be open for all applicants and the public.
   e. The names of candidates drawn by this method shall be placed on a list of candidates for apprenticeship in the order drawn.
   f. The list of candidates will remain valid for a minimum period of two (2) years, or until it is exhausted.

☐ 4. Alternative selection methods. /2

Type text here

D. Minimum Selection Standards and Evaluation.

It is agreed that the minimum qualifications and selection standards utilized will be those listed on Form AT 505, Apprentice Training Recruitment Notification and Minimum Qualifications, and/or on Form AT 506, Selection Standards and Evaluations, attached.

/1 Sponsors are advised to keep all applications for a minimum of one year.

/2 A sponsor using this method of selection should contact their Apprentice Training Representative for technical assistance.
Part IV – Action Plans and Requirements (continued)

E. Notification and Appointment of Candidates for Apprenticeship.

It is agreed that whether selection is made from a certified list established by rank, random selection, list of current employees or union members, or alternative methods, the following notification procedure will prevail:

1. Each candidate who met the requirements for admission to the eligibility pool shall be notified in writing. This notification shall include a copy of the Complaint Procedure, Part 600.12.

2. Each candidate who did not meet the requirements for admission to the eligibility pool shall be notified in writing of the reasons for rejection and of the requirements for admission to the eligibility pool. This notification shall include a copy of the Complaint Procedure, Part 600.12.

3. Each qualified candidate selected for appointment shall be notified in writing at least 10 days prior to the commencement of the apprenticeship term. Such notification shall be sent by certified mail, return receipt requested.

4. After the commencement of the term of an apprenticeship program, the program sponsors may appoint available additional or replacement apprentices from the list in the order of their ranking thereon. Notice of such appointment will be in writing and shall be sent by certified mail return receipt requested. No candidate on the list may be deleted from the list because of unavailability unless the candidate's unavailability extends seven days after delivery of notice.

Part V – Discrimination Complaint Procedure

It is agreed that complaints will be filed in accordance with Part 600.12, Complaint Procedures, as defined under Equal Employment Opportunity in Apprenticeship Training Regulations.

Part VI – Distribution

Send the original Affirmative Action Plan to your Apprentice Training Representative.
POLICY STATEMENT - EQUAL EMPLOYMENT OPPORTUNITY

IT IS THE POLICY OF NEBULA PROFESSIONAL DEVELOPMENT ACADEMY (NPDA) NOT TO DISCRIMINATE AGAINST ANYONE REGARDLESS OF THEIR RACE, ETHNICITY, BELIEFS, RELIGION, MARITAL STATUS, GENDER, GENDER IDENTITY, CITIZENSHIP STATUS, AGE, VETERAN STATUS OR DISABILITY. THE PURPOSE OF THIS POLICY IS TO REINFORCE OUR COMMITMENT TO THE CREATION AND MAINTENANCE OF A DIVERSE WORKPLACE WHERE EQUALITY, RESPECT AND CONSIDERATION FOR ONE ANOTHER ARE THE NORM. THIS POLICY SHALL APPLY TO ALL EMPLOYMENT ACTIONS, INCLUDING BUT NOT LIMITED TO RECRUITMENT, HIRING, UPGRADING, PROMOTION, TRANSFER, DEMOTION, LAYOFF, RECALL, TERMINATION, RATES OF PAY OR OTHER FORMS OF COMPENSATION AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP, AT ALL LEVELS OF EMPLOYMENT.

EMPLOYEES AND APPLICANTS OF NPDA WILL NOT BE SUBJECT TO HARASSMENT ON THE BASIS OF DISCRIMINATION, RETALIATION, INCLUDING INTIMIDATION, THREATS, OR COERCION, BECAUSE AN EMPLOYEE OR APPLICANT HAS OBJECTED TO DISCRIMINATION, ENGAGED OR MAY ENGAGE IN FILING A COMPLAINT, ASSISTED IN A REVIEW, INVESTIGATION, OR HEARING OR HAVE OTHERWISE SOUGHT TO OBTAIN THEIR LEGAL RIGHTS UNDER ANY FEDERAL, STATE, OR LOCAL EEO LAW REGARDING INDIVIDUALS WITH DISABILITIES OR PROTECTED VETERANS IS PROHIBITED. AS GENERAL MANAGER OF NPDA, I AM COMMITTED TO THE PRINCIPLES OF AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY. IN ORDER TO ENSURE DISSEMINATION AND IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY AND AffirmATIVE ACTION THROUGHOUT ALL LEVELS OF THE COMPANY, I HAVE SELECTED THE PERSONNEL MANAGER AS THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) MANAGER FOR (NPDA). ONE OF THE PERSONNEL MANAGER’S DUTIES WILL BE TO ESTABLISH AND MAINTAIN AN INTERNAL AUDIT AND REPORTING SYSTEM TO ALLOW FOR EFFECTIVE MEASUREMENT OF NPDA’S PROGRAMS.

IN FURTHERANCE OF NPDA’S POLICY REGARDING AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY, NPDA HAS DEVELOPED A WRITTEN AFFIRMATIVE ACTION PROGRAM WHICH SETS FORTH THE POLICIES, PRACTICES AND PROCEDURES THAT NPDA IS COMMITTED TO IN ORDER TO ENSURE THAT ITS POLICY OF NONDISCRIMINATION AND AFFIRMATIVE ACTION ACCOMPLISHED. THIS AFFIRMATIVE ACTION PROGRAM IS AVAILABLE FOR INSPECTION BY ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT UPON REQUEST, DURING NORMAL BUSINESS HOURS, IN THE ADMINISTRATION DEPARTMENT. INTERESTED PERSONS SHOULD CONTACT THE PERSONNEL MANAGER AT 631-468-7477 FOR ASSISTANCE.

Laurie Carey
May 19, 2021
Laurie Carey Consulting, LLC DBA Nebula Professional Development Academy

6/8/21