

**SAECO ELECTRIC & UTILITY, LTD.**

TECL # 19078

P.O. Box 841

Helotes, Texas 78023

Phone: 210-695-4526

Fax: 210-695-2516

Regulated by the  
Texas Dept. of  
Licensing &  
Regulation  
P.O. Box 12157  
Austin, Texas 78711

Website:  
[www.licensing.state.tx.us/complaints](http://www.licensing.state.tx.us/complaints)  
1-800-830-9202 / 1-512-463-6599

*Employees and Applicants for Employment:  
Equal Employment Opportunity Policy of  
SAECO Electric & Utility, Ltd.*

It is the operating policy of SAECO Electric & Utility Ltd. to afford all persons equal employment opportunity without regard to their race, color, religion, national origin, disability, age, and or sex. The following is our company policy:

It is the policy of this company to assure that applicants and employees will be treated equally without regard to their race, religion, national origin, handicap, age or sex. Such action shall include: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

We also encourage the use of available training programs and will be happy to advise upon what programs are available, the entrance requirements for each, as well as assisting in applying for or entering such programs. Any supervisor will be glad to have you contact him/her.

All present employees are requested to encourage any individual, male or female, regardless of race, color, religion, national origin, disability, age or sex to make application for employment with this company or apply for training under available programs.

Any complaint of alleged discrimination by this company, its supervisors or employees, or any person or organization acting on behalf of this company should immediately be called to attention of the company Equal Employment Opportunity Officer. The time-line for completion of an investigation is 30 days from the date the complaint is received. A complaint assures that the complainant shall be protected from any form of retaliatory action. In addition, employees and/or applicants have the right to file a discrimination complaint with the Equal Employment Opportunity Commission (EEOC 1-800-669-4000) or the Texas Commission on Human Rights (TCHR 1-512-437-3450).

  
\_\_\_\_\_  
Company Equal Employment Opportunity Officer

Address: P.O. Box 841, Helotes, Texas 78023

Phone: 210-695-4526