

PRESQUE ISLE DOWNS, INC.



PRESQUE ISLE DOWNS
& CASINO

DIVERSITY PLAN

(as amended January 2, 2009)



PRESQUE ISLE DOWNS
& CASINO

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PRESQUE ISLE DOWNS

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DIVERSITY PLAN POLICY STATEMENT

It is the policy of Presque Isle Downs to take aggressive, lawful action to enhance the diversity of our workforce. The policy supports the company's strategic plan to achieve excellence in providing quality products and services to our guests.

Presque Isle Downs is committed to promoting diversity initiatives that attract qualified candidates who are minority, female or disabled. Furthermore, the company is committed to:

- Using job-related requirements to evaluate staff for promotion and applicants for employment;
- Prohibiting discrimination on the basis of race, color, religion, gender, sexual orientation, age, national origin, ancestry, veteran status, non-job related disability; or other basis prohibited by applicable law; and
- Complying with applicable federal, state and local laws.

The company is committed to basing its employment decisions on the principles of equal employment opportunity and to ensuring that all personnel actions, including but not limited to, recruitment, hiring, training, promotion, compensation, benefits, transfer, layoff and social and recreational programs are administered in accordance with the company's commitments to non-discrimination and equal employment.

The management of Presque Isle Downs believes equal employment and diversity policies are a shared responsibility. The Director of Human Resources oversees Presque Isle Downs' diversity program. The Board of Directors, Vice Presidents, department Directors, department heads and hiring supervisors support the Director of Human Resources in maintaining the importance of diversity as a critical component of operations. The Director of Human Resources coordinates and implements policies and programs, monitors the company's efforts in these areas and analyzes results, and handles or refers complaints to appropriate company contact points. The broad-based, decentralized efforts of the community are key to meeting the company's equal employment opportunity commitment.

Through administration of these equal employment opportunity and diversity policies, the company intends to pursue inclusion of all people in the diversity that strengthens Presque Isle Downs in its pursuit of excellence.

Any applicant or employee of Presque Isle Downs who believes that a violation of Presque Isle Downs' stated policy of equal opportunity in employment has taken place or that he or she has received inequitable treatment because of discrimination should communicate their complaint, either in writing or in person, with the Human Resources Department, P.O. Box 10728, Erie, PA 16514 or by contacting the HR office at 814-866-8334.



PRESQUE ISLE DOWNS & CASINO

DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS

The Company applies the following guidelines in developing and executing action-oriented diversity programs:

1. Position Descriptions

- a. Conduct detailed analysis of position descriptions to ensure that they accurately reflect the position's functions. The analyses are updated as the duties of a position change and are distributed to members of management, recruitment personnel, and referral sources.
- b. Develop worker specifications using essential function criteria. Job requirements include education, experience, and skill requirements necessary to qualify for the job opening. Worker specifications are distributed to referral sources.

2. Hiring-Selection

- a. Evaluate selection process periodically to ensure freedom from bias. Select and train personnel involved with recruiting, screening, selection, promotion, discipline, and related processes. The recruiting, screening, referral, and selection process must demonstrate a good-faith effort to remove identified barriers, expand employment opportunities, and produce measurable results.
- b. Observe the requirements of the "EEO UNIFORM GUIDELINES" on Employee Selection Procedures by performing periodic audits of personnel activities and retaining records if material adverse impact on minorities or women seems likely.
- c. Monitor the manner applicants are referred to Managers for hiring consideration to ensure the process is nondiscriminatory.

3. Compensation System(s)

- a. Review compensation system(s) periodically to determine if there may be race, color, religion, gender, sexual orientation, age, national origin, ancestry, veteran status, non-job-related disability disparities. Where

disparities cannot be explained in terms of performance, length of service, or other lawful factors, corrective action will be taken.

4. Recruitment Efforts

Establish recruitment efforts to maintain a flow of qualified minority and female applicants:

- a. Solicit minority, women's and veteran's organizations and organizations concerned with persons with disabilities for referral of applicants.
- b. Offer briefings both on and off premises with representatives from recruitment sources concerning current and future job openings.
- c. Encourage minority, female, veteran, and employees with a disability to refer applicants for employment.
- d. Participate in career day programs, using minority and female employees whenever possible.
- e. Establish recruitment efforts at schools with special programs that reach minorities, women, and persons with a disability.
- f. As opportunities arise, encourage community child care, housing, and transportation programs designed to improve the employment opportunities for minorities, women, and persons with a disability.
- g. Ensure that job openings have been listed with CareerLink (PA state job service).

5. Promotions

Ensure that all employees are given equal opportunity for promotion:

- a. Communicate promotional opportunities.
- b. Initiate job training programs.
- c. Conduct employee performance evaluation programs.
- d. Provide clearly defined job descriptions.

6. Career Counseling

Monitor career counseling to ensure that all employees are given equal opportunity for career counseling:

- a. Upon request, counsel employees relative to advancement opportunities open to them and the training programs available to assist them in their career development.
- b. Instruct managers and supervisors to refer any employee seeking Career Counseling to the HR Director or HR Generalist for counseling.

7. Training, Promotion and Retention

Give all employees equal opportunity to attain training:

- a. Announce training opportunities.
- b. Develop training programs that enhance advancement potential.
- c. Coordinate training programs for workforce development
- d. Promotional opportunities will be posted internally in 2 locations for 5 days, per the Company's Job Posting policy.
- e. Monitor retention rates on a quarterly basis by comparing the previous quarter's Diversity Report that is provided to the PGCB. If areas of concern are identified, conduct exit interviews with individuals who left during that quarter to determine if there are problem areas. Develop action plans accordingly.



PRESQUE ISLE DOWNS

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DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION OF DIVERSITY PLAN

The Director of Human Resources has been designated as the Equal Employment Opportunity Coordinator for the company and has the full support of the President and other top management in carrying out these duties.

The company's philosophy and policy on equal employment opportunity and diversity is set out in its corporate employment policy and in its company handbooks.

The Director of Human Resources, as Equal Employment Coordinator, has oversight of the following responsibilities:

- Develop policy statements and internal and external communication of those policies.
- Develop lawful action-oriented programs that seek to remove identified barriers to minority and female employment and expand employment opportunities for those groups.
- Measure the effectiveness of diversity programs.
- Design and implement audit systems.
- Serve as liaison with enforcement agencies.
- Serve as liaison with minority, women's, disabled and veteran's groups.
- Keep management informed of the latest developments in the entire equal opportunity area.
- Provide career counseling for employees.
- Make sure that posters are properly displayed.
- Make sure that all facilities are available on a non-discriminatory basis.
- Maintain the prior years' diversity plan and all related documents.
- Maintain all required records.



PRESQUE ISLE DOWNS

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HR RECRUITER PROCEDURES

After Recruiter receives an approved Request for Hire (must be signed by the Department Head and Human Resources), the following steps will be taken:

1. Recruiter posts the open position at designated employee locations on the property:
 - a. Recruiter will review all qualified applicants, both internal and external, and will forward any favorable applicants to the manager of the department with the open position.
 - b. If sufficient qualified applicants are not found, Recruiter will proceed to the next step.
2. Recruiter will post the position on the Company's website and will contact the local employment service agencies, Affirmative Action agencies, local colleges and technical schools:
 - a. Clark Resources
Primary Contact: Fred Clark, President
fredclark@clarkresources.com
321 N. Front Street, Harrisburg PA 17101
717-230-8861
 - b. Community Resources for Independence
Primary Contact: Kelly Handy, Human Resources
cri@crinet.org
2222 Filmore Avenue, Erie PA 16506
814-838-7222
 - c. Desktop Resources Enterprise
Primary Contact: Joseph K. Curlett, President
josephcurlett@yahoo.com
P.O. Box 1063, Erie PA 16512
814-864-8607

- d. Edinboro University of Pennsylvania
Primary Contact: Sue Ickes, Secretary, Career Services
ickes@edinboro.edu
Edinboro PA 16444
814-732-2781
- e. Employment Opportunities Center (Gertrude Barber National Institute)
Primary Contact: Melissa Chase
mchase@barberinstitute.org
1358 East 12th Street, Erie PA 16503
814-455-5961
- f. Erie CareerLink
Primary Contact: Lori Gillette
lgillette@eriacareerlink.org
Erie CareerLink
1309 French Street, Erie PA 16501
814-455-9966 x622
- g. GECAC Workforce Development Svcs. (Greater Erie Community Action Corp.)
Primary Contact: Jean Burrell, Division Manager
jburrell@eriacareerlink.org
1309 French Street, Erie PA 16501
814-455-9966 x600
- h. Hispanic American Council of Erie
Primary Contact: Paul Jericho, Director of Employment Services
pjericho@velocity.net
554 E. 10th Street, Erie PA 16503
814-455-0212
- i. International Institute of Erie
Primary Contact: Meliha Huseinagic, Supervisor, Employment Services
mhuseinagic@insterie.org
517 East 26th Street, Erie PA 16504
814-452-3935
- j. NAACP: Greensburg-Jeannette Branch
Primary Contact: Dorothy Smith-Frazier, President Erie Branch
dsmith-frazier@phcse.org; godsgft01@peoplepc.com
2421 Woodlawn Avenue, Erie PA 16510
814-899-8787
- k. National Organization for Women
Primary Contact: Susan Woodland, President
nwpanow@surferie.net
P.O. Box 93, Edinboro PA 16412
814-734-1018

- l. Northwest Regional Technical Institute
 Primary Contacts: Barbara Tyler, Placement Coordinator
btyler@nwrti.com
 Silvana Rabat, Internship Coordinator
srabat@nwrti.com
 3104 State Street, Erie PA 16508
 814-455-4446

- m. Penn State Behrend - Erie
 Primary Contact: Linda Suroviec, Staff Ass't., Career Services
recruitbehrend@psu.edu
 4701 College Drive, Erie PA 16563
 814-898-6112

- n. Pennsylvania Culinary Institute
 Primary Contact: Jody Hershberger, Director Career Services
jhershberger@paculinary.com
 717 Liberty Avenue, Pittsburgh PA 15222
 412-325-3193

- o. Pittsburgh Technology Institute
 Primary Contact: Lindsay Hornburg
hornburg.lindsay@pti.edu

- p. Regional Career Technical Center (Erie County Technical School, H.S.)
 Primary Contact: Patricia Kalinowski
pkalinowski@ects.org
 8500 Oliver Road, Erie PA 16509
 814-864-0641

- q. St. Benedict Education Center
 Primary Contacts: Erie - Judy Jaworski, Director Job Development
jjaworski@stben.org
 330 East 10th Street, Erie PA 16503
 814-452-4072 x230

 Meadville - Maureen Tucker, Job Developer
mjtsbec@yahoo.com
 956 South Main Street, Meadville PA 16335
 814-336-2814

- r. Urban Erie Community Development Corp.
 Primary Contacts: Glenn Duck, Job Developer & Gary Horton, Exec. Dir.
gduck@uecdc.org
 2046 East 19th Street, Erie PA 16510
 814-899-3904

- s. Urban League of Greater Pittsburgh
 Primary Contact: A. Odell Richardson, Director, Employment Training & Entrepreneurial Development
orichardson@ulpgh.org
 One Smithfield Street, 3rd Fl., Pittsburgh PA 15222
 412-227-4164

- t. Veterans Outreach Assistance Center
 Primary Contact: Elmer Smith, Director
esmith8008@aol.com
 1222 French St., Erie PA 16501
 814-453-5719

- u. Workforce Investment Act Program (WIA)
 Primary Contacts: John Buettner - jbuettner@eriecareerlink.org
 Rosalie Caldwell - rcaldwell@eriecareerlink.org
 Erie CareerLink - WIA Program
 1309 French Street, Erie PA 16501
 814-455-9966 x432 (John), x427 (Rosalie)

Recruiter will review applications and will forward any qualified applicants, both internal and external, to the manager of the department with the open position.

If sufficient qualified applicants are not found, the Recruiter will proceed to the next step.

- 3. Recruiter will contact the local newspapers to post the open positions:
 - a. Contact Marketing

Local Newspaper: Erie Times News

Recruiter will interview all qualified applicants, both internal and external, and will forward any favorable applicants to the manager of the department with the open position.

If sufficient qualified applicants are not found, the Recruiter will proceed to the next step.

- 4. Recruiter will post open position on selected on-line recruiting websites:
 - a. www.monster.com - Sang Lee: 703-269-0141
 - b. www.employmentguide.com - Terry Nickle: 412-257-2979 x223,
terry.nickell@employmentguide.com
 - c. www.ihirehospitality.com - 877-798-4854
 - d. www.careerbuilder.com - Tim Hennessey: 773-527-5614,
tim.hennessey@careerbuilder.com
 - e. www.casinocareers.com - 609-813-2333

Recruiter will review applications of all qualified applicants, both internal and external, and will forward any favorable applicants to the manager of the department with the open position.

If sufficient qualified applicants are not found, the Recruiter will proceed to the next step.

5. Recruiter will notify Human Resources and the Department Head that there are insufficient current qualified local applicants for the position. Necessary steps will be taken to fill the position.

NOTE: STEPS MAY OFTEN BE RUN SIMULTANEOUSLY DEPENDING ON THE NATURE OF THE SITUATION.



PRESQUE ISLE DOWNS & CASINO

HR RECRUITER PROCEDURES CHECKLIST

HR Recruiter: _____

Department: _____ Position: _____

1. Date Recruiter posted the open position internally: _____
2. Local employment service agencies, local colleges and technical schools, community agency-based employment programs and the date notified of open position:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
3. Local newspaper contacted, include contact date and date published:
 - a. _____
 - b. _____
4. High volume city contacted, include contact date and date published:
 - a. _____
 - b. _____
5. On-line recruiting website contacted and date position posted:
 - a. _____
 - b. _____
6. Date Recruiter contacted the Director of Human Resources and Department Head that there are no current local applicants qualified for the positions:
 - a. _____
 - b. _____



PRESQUE ISLE DOWNS & CASINO

DISSEMINATION OF DIVERSITY POLICY

Dissemination of Policy

Presque Isle Downs has established various channels of communication to ensure that employees and the community are aware of the company's positive posture toward Equal Employment Opportunity (EEO) and Diversity.

Internal Dissemination

The Diversity Plan is stated as part of Presque Isle Downs, Inc.'s employee relations policy and is covered in our Employee Policies & Procedures.

Formal presentations are made to management, supervisors, and employees from time to time concerning affirmative action. The Diversity Plan is reviewed each year by the HR Director and updated accordingly. If hiring takes place, regular updates are given to local and corporate management on progress in addressing underutilized areas. In those units where employees are represented by a collective bargaining agent, the unions are formally made aware of this policy.

In management and supervisory training, the entire concept of diversity is covered.

When we hire, new employees are formally made aware of our policy on diversity and anti-harassment, sex discrimination guidelines, and the Equal Pay Act. This policy is posted on a number of bulletin boards at this location.

Key local management and support personnel undergo EEO and diversity training from time to time. Supervisors and managers participate in the review of underutilized categories.

When we feature employees in our employee publications, minorities, women and individuals with disabilities are included.

Our local diversity program is monitored on a quarterly basis by legal counsel.

As part of our policy of good communication, this facility has notified appropriate recruiting sources and the headquarters offices of the unions with whom we deal on the company's policy concerning EEO and diversity. When hiring occurs, we request referral of qualified women, minorities and individuals with disabilities for all positions.

Our customers, contractors, and various community groups have been notified of our policies. The company communicates its commitment to EEO by recruitment advertising through regular media and through minority and women's publications.

Minority and non-minority men and women are pictured in product and consumer advertising and in our annual report.

Written notification of EEO policy, as well as requests for certification regarding compliance with EEO laws, is sent to suppliers and subcontractors. We require that EEO clauses be incorporated as part of all purchase orders and contracts.

All "Help Wanted" advertisements carry the notice "Equal Opportunity Employer", and this designation is included in recruiting brochures and literature.



PRESQUE ISLE DOWNS

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VENDOR DIVERSITY PLAN POLICY STATEMENT

It is the policy of Presque Isle Downs & Casino to assist in providing economic opportunities for disadvantaged and emerging small businesses and make reasonable good faith efforts to achieve these goals.

Presque Isle Downs & Casino is committed to promoting diversity initiatives that attract qualified contractors, subcontractors, assignees, lessees, agents, suppliers, and vendors who are minority, female or disabled. To the extent lawful and feasible, the company is committed to expansion of opportunities for:

- Contracting or transacting directly with minority, women's, or disabled person's business enterprises.
- Contracting with a non-minority business enterprise under terms and conditions that establish a participation plan.

The Management of Presque Isle Downs & Casino believes vendor diversity is a shared responsibility. The Purchasing Manager oversees Presque Isle Downs & Casino's Vendor Diversity Program. The General Manager, Department Directors, Department Heads and Contracting Supervisors support the Purchasing Manager in maintaining the importance of vendor diversity as a critical component of resort operations. The Purchasing Manager implements policies and programs, monitors the company's efforts in these areas, reports results, and handles or refers complaints to appropriate company contact points.

Through administration, monitoring, and communication of this policy, the company will attempt to ensure that all people are included in the diversity that strengthens Presque Isle Downs & Casino in its pursuit of excellence and enhancing the representation of diverse groups in the operation.

Any contractor, subcontractor, assignee, lessee, agent, vendor, or supplier of Presque Isle Downs & Casino who requires additional information regarding this policy should communicate, either in writing or in person, with the Purchasing Manager, P0 Box 10728, Erie, PA, 16514 or by contacting the Purchasing Department at 814-866-8337.



PRESQUE ISLE DOWNS

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DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION OF VENDOR DIVERSITY PLAN

The Purchasing Manager has been designated as the Vendor Diversity Coordinator of the company and has the full support of the General Manager and other top management in carrying out these duties.

The Purchasing Manager, as Vendor Diversity Coordinator, has the following responsibilities:

- Develop policy statements and internal and external communication of those policies.
- Develop lawful action-oriented programs that attempt to remove identified barriers to disadvantaged, female, and minority contractors, suppliers, and vendors.

Expand opportunities for those groups.

- Educate management staff on the requirements of the program.
- Design appropriate procedures that enable effective monitoring of the program.
- Measure the effectiveness of the programs.
- Design and implement audit systems.
- Prepare analysis of diversity program implementation on a quarterly basis and communicate the results to management. Forward quarterly results to Director of Human Resources for inclusion in PIDI's quarterly Diversity Report to PGCB.
- Serve as liaison with regulatory agencies.
- Serve as liaison with minority, women's, disabled, and veteran's groups.
- Keep management informed of the latest developments.
- Maintain the prior years' diversity plan and related documents.
- Maintain all required records for a minimum of five years.

PRESQUE ISLE DOWNS, INC.



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DIVERSITY PLAN

(as amended January 2, 2009)



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- Using job-related requirements to evaluate staff for promotion and applicants for employment;
- Prohibiting discrimination on the basis of race, color, religion, gender, sexual orientation, age, national origin, ancestry, veteran status, non-job related disability; or other basis prohibited by applicable law; and
- Complying with applicable federal, state and local laws.

The company is committed to basing its employment decisions on the principles of equal employment opportunity and to ensuring that all personnel actions, including but not limited to, recruitment, hiring, training, promotion, compensation, benefits, transfer, layoff and social and recreational programs are administered in accordance with the company's commitments to non-discrimination and equal employment.

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PRESQUE ISLE DOWNS & CASINO

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1. Position Descriptions

- a. Conduct detailed analysis of position descriptions to ensure that they accurately reflect the position's functions. The analyses are updated as the duties of a position change and are distributed to members of management, recruitment personnel, and referral sources.
- b. Develop worker specifications using essential function criteria. Job requirements include education, experience, and skill requirements necessary to qualify for the job opening. Worker specifications are distributed to referral sources.

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- a. Evaluate selection process periodically to ensure freedom from bias. Select and train personnel involved with recruiting, screening, selection, promotion, discipline, and related processes. The recruiting, screening, referral, and selection process must demonstrate a good-faith effort to remove identified barriers, expand employment opportunities, and produce measurable results.
- b. Observe the requirements of the "EEO UNIFORM GUIDELINES" on Employee Selection Procedures by performing periodic audits of personnel activities and retaining records if material adverse impact on minorities or women seems likely.
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- b. Offer briefings both on and off premises with representatives from recruitment sources concerning current and future job openings.
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- f. As opportunities arise, encourage community child care, housing, and transportation programs designed to improve the employment opportunities for minorities, women, and persons with a disability.
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5. Promotions

Ensure that all employees are given equal opportunity for promotion:

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- Serve as liaison with minority, women's, disabled and veteran's groups.
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- Make sure that all facilities are available on a non-discriminatory basis.
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- Maintain all required records.



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Primary Contact: Fred Clark, President
fredclark@clarkresources.com
321 N. Front Street, Harrisburg PA 17101
717-230-8861
 - b. Community Resources for Independence
Primary Contact: Kelly Handy, Human Resources
cri@crinet.org
2222 Filmore Avenue, Erie PA 16506
814-838-7222
 - c. Desktop Resources Enterprise
Primary Contact: Joseph K. Curlett, President
josephcurlett@yahoo.com
P.O. Box 1063, Erie PA 16512
814-864-8607

- d. Edinboro University of Pennsylvania
Primary Contact: Sue Ickes, Secretary, Career Services
ickes@edinboro.edu
Edinboro PA 16444
814-732-2781
- e. Employment Opportunities Center (Gertrude Barber National Institute)
Primary Contact: Melissa Chase
mchase@barberinstitute.org
1358 East 12th Street, Erie PA 16503
814-455-5961
- f. Erie CareerLink
Primary Contact: Lori Gilette
lgilette@erierecareerlink.org
Erie CareerLink
1309 French Street, Erie PA 16501
814-455-9966 x622
- g. GECAC Workforce Development Svcs. (Greater Erie Community Action Corp.)
Primary Contact: Jean Burrell, Division Manager
jburrell@erierecareerlink.org
1309 French Street, Erie PA 16501
814-455-9966 x600
- h. Hispanic American Council of Erie
Primary Contact: Paul Jericho, Director of Employment Services
pjericho@velocity.net
554 E. 10th Street, Erie PA 16503
814-455-0212
- i. International Institute of Erie
Primary Contact: Meliha Huseinagic, Supervisor, Employment Services
mhuseinagic@insterie.org
517 East 26th Street, Erie PA 16504
814-452-3935
- j. NAACP: Greensburg-Jeannette Branch
Primary Contact: Dorothy Smith-Frazier, President Erie Branch
dsmith-frazier@phcse.org; godsgft01@peoplepc.com
2421 Woodlawn Avenue, Erie PA 16510
814-899-8787
- k. National Organization for Women
Primary Contact: Susan Woodland, President
nwpanow@surferie.net
P.O. Box 93, Edinboro PA 16412
814-734-1018

- l. Northwest Regional Technical Institute
Primary Contacts: Barbara Tyler, Placement Coordinator
btyler@nwrti.com
Silvana Rabat, Internship Coordinator
srabat@nwrti.com
3104 State Street, Erie PA 16508
814-455-4446

- m. Penn State Behrend - Erie
Primary Contact: Linda Suroviec, Staff Ass't., Career Services
recruitbehrend@psu.edu
4701 College Drive, Erie PA 16563
814-898-6112

- n. Pennsylvania Culinary Institute
Primary Contact: Jody Hershberger, Director Career Services
jhershberger@paculinary.com
717 Liberty Avenue, Pittsburgh PA 15222
412-325-3193

- o. Pittsburgh Technology Institute
Primary Contact: Lindsay Hornburg
hornburg.lindsay@pti.edu

- p. Regional Career Technical Center (Erie County Technical School, H.S.)
Primary Contact: Patricia Kalinowski
pkalinowski@ects.org
8500 Oliver Road, Erie PA 16509
814-864-0641

- q. St. Benedict Education Center
Primary Contacts: Erie - Judy Jaworski, Director Job Development
jjaworski@stben.org
330 East 10th Street, Erie PA 16503
814-452-4072 x230

Meadville - Maureen Tucker, Job Developer
mjtsbec@yahoo.com
956 South Main Street, Meadville PA 16335
814-336-2814

- r. Urban Erie Community Development Corp.
Primary Contacts: Glenn Duck, Job Developer & Gary Horton, Exec. Dir.
gduck@uecdc.org
2046 East 19th Street, Erie PA 16510
814-899-3904

- s. Urban League of Greater Pittsburgh
 Primary Contact: A. Odell Richardson, Director, Employment Training & Entrepreneurial Development
orichardson@ulpgh.org
 One Smithfield Street, 3rd Fl., Pittsburgh PA 15222
 412-227-4164

- t. Veterans Outreach Assistance Center
 Primary Contact: Elmer Smith, Director
esmith8008@aol.com
 1222 French St., Erie PA 16501
 814-453-5719

- u. Workforce Investment Act Program (WIA)
 Primary Contacts: John Buettner - jbuettner@eriecareerlink.org
 Rosalie Caldwell - rcaldwell@eriecareerlink.org
 Erie CareerLink - WIA Program
 1309 French Street, Erie PA 16501
 814-455-9966 x432 (John), x427 (Rosalie)

Recruiter will review applications and will forward any qualified applicants, both internal and external, to the manager of the department with the open position.

If sufficient qualified applicants are not found, the Recruiter will proceed to the next step.

3. Recruiter will contact the local newspapers to post the open positions:

- a. Contact Marketing

Local Newspaper: Erie Times News

Recruiter will interview all qualified applicants, both internal and external, and will forward any favorable applicants to the manager of the department with the open position.

If sufficient qualified applicants are not found, the Recruiter will proceed to the next step.

4. Recruiter will post open position on selected on-line recruiting websites:

- a. www.monster.com - Sang Lee: 703-269-0141
- b. www.employmentguide.com - Terry Nickle: 412-257-2979 x223,
terry.nickell@employmentguide.com
- c. www.ihirehospitality.com - 877-798-4854
- d. www.careerbuilder.com - Tim Hennessey: 773-527-5614,
tim.hennessey@careerbuilder.com
- e. www.casinocareers.com - 609-813-2333

Recruiter will review applications of all qualified applicants, both internal and external, and will forward any favorable applicants to the manager of the department with the open position.

If sufficient qualified applicants are not found, the Recruiter will proceed to the next step.

5. Recruiter will notify Human Resources and the Department Head that there are insufficient current qualified local applicants for the position. Necessary steps will be taken to fill the position.

NOTE: STEPS MAY OFTEN BE RUN SIMULTANEOUSLY DEPENDING ON THE NATURE OF THE SITUATION.



PRESQUE ISLE DOWNS & CASINO

HR RECRUITER PROCEDURES CHECKLIST

HR Recruiter: _____

Department: _____ Position: _____

1. Date Recruiter posted the open position internally: _____
2. Local employment service agencies, local colleges and technical schools, community agency-based employment programs and the date notified of open position:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
3. Local newspaper contacted, include contact date and date published:
 - a. _____
 - b. _____
4. High volume city contacted, include contact date and date published:
 - a. _____
 - b. _____
5. On-line recruiting website contacted and date position posted:
 - a. _____
 - b. _____
6. Date Recruiter contacted the Director of Human Resources and Department Head that there are no current local applicants qualified for the positions:
 - a. _____
 - b. _____



PRESQUE ISLE DOWNS & CASINO

DISSEMINATION OF DIVERSITY POLICY

Dissemination of Policy

Presque Isle Downs has established various channels of communication to ensure that employees and the community are aware of the company's positive posture toward Equal Employment Opportunity (EEO) and Diversity.

Internal Dissemination

The Diversity Plan is stated as part of Presque Isle Downs, Inc.'s employee relations policy and is covered in our Employee Policies & Procedures.

Formal presentations are made to management, supervisors, and employees from time to time concerning affirmative action. The Diversity Plan is reviewed each year by the HR Director and updated accordingly. If hiring takes place, regular updates are given to local and corporate management on progress in addressing underutilized areas. In those units where employees are represented by a collective bargaining agent, the unions are formally made aware of this policy.

In management and supervisory training, the entire concept of diversity is covered.

When we hire, new employees are formally made aware of our policy on diversity and anti-harassment, sex discrimination guidelines, and the Equal Pay Act. This policy is posted on a number of bulletin boards at this location.

Key local management and support personnel undergo EEO and diversity training from time to time. Supervisors and managers participate in the review of underutilized categories.

When we feature employees in our employee publications, minorities, women and individuals with disabilities are included.

Our local diversity program is monitored on a quarterly basis by legal counsel.

As part of our policy of good communication, this facility has notified appropriate recruiting sources and the headquarters offices of the unions with whom we deal on the company's policy concerning EEO and diversity. When hiring occurs, we request referral of qualified women, minorities and individuals with disabilities for all positions.

Our customers, contractors, and various community groups have been notified of our policies. The company communicates its commitment to EEO by recruitment advertising through regular media and through minority and women's publications.

Minority and non-minority men and women are pictured in product and consumer advertising and in our annual report.

Written notification of EEO policy, as well as requests for certification regarding compliance with EEO laws, is sent to suppliers and subcontractors. We require that EEO clauses be incorporated as part of all purchase orders and contracts.

All "Help Wanted" advertisements carry the notice "Equal Opportunity Employer", and this designation is included in recruiting brochures and literature.



PRESQUE ISLE DOWNS

& CASINO

VENDOR DIVERSITY PLAN POLICY STATEMENT

It is the policy of Presque Isle Downs & Casino to assist in providing economic opportunities for disadvantaged and emerging small businesses and make reasonable good faith efforts to achieve these goals.

Presque Isle Downs & Casino is committed to promoting diversity initiatives that attract qualified contractors, subcontractors, assignees, lessees, agents, suppliers, and vendors who are minority, female or disabled. To the extent lawful and feasible, the company is committed to expansion of opportunities for:

- Contracting or transacting directly with minority, women's, or disabled person's business enterprises.
- Contracting with a non-minority business enterprise under terms and conditions that establish a participation plan.

The Management of Presque Isle Downs & Casino believes vendor diversity is a shared responsibility. The Purchasing Manager oversees Presque Isle Downs & Casino's Vendor Diversity Program. The General Manager, Department Directors, Department Heads and Contracting Supervisors support the Purchasing Manager in maintaining the importance of vendor diversity as a critical component of resort operations. The Purchasing Manager implements policies and programs, monitors the company's efforts in these areas, reports results, and handles or refers complaints to appropriate company contact points.

Through administration, monitoring, and communication of this policy, the company will attempt to ensure that all people are included in the diversity that strengthens Presque Isle Downs & Casino in its pursuit of excellence and enhancing the representation of diverse groups in the operation.

Any contractor, subcontractor, assignee, lessee, agent, vendor, or supplier of Presque Isle Downs & Casino who requires additional information regarding this policy should communicate, either in writing or in person, with the Purchasing Manager, P0 Box 10728, Erie, PA, 16514 or by contacting the Purchasing Department at 814-866-8337.



PRESQUE ISLE DOWNS

& CASINO

DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION OF VENDOR DIVERSITY PLAN

The Purchasing Manager has been designated as the Vendor Diversity Coordinator of the company and has the full support of the General Manager and other top management in carrying out these duties.

The Purchasing Manager, as Vendor Diversity Coordinator, has the following responsibilities:

- Develop policy statements and internal and external communication of those policies.
- Develop lawful action-oriented programs that attempt to remove identified barriers to disadvantaged, female, and minority contractors, suppliers, and vendors.

Expand opportunities for those groups.

- Educate management staff on the requirements of the program.
- Design appropriate procedures that enable effective monitoring of the program.
- Measure the effectiveness of the programs.
- Design and implement audit systems.
- Prepare analysis of diversity program implementation on a quarterly basis and communicate the results to management. Forward quarterly results to Director of Human Resources for inclusion in PIDI's quarterly Diversity Report to PGCB.
- Serve as liaison with regulatory agencies.
- Serve as liaison with minority, women's, disabled, and veteran's groups.
- Keep management informed of the latest developments.
- Maintain the prior years' diversity plan and related documents.
- Maintain all required records for a minimum of five years.