

## APPENDIX 4A

MOUNT AIRY #1, L.L.C.

DOCKET NO. 1311

### MOUNT AIRY HIRING PLAN: MARCH 2010

#### I. Diversity Policy Mission Statement

##### A. Introduction

Mount Airy consists of a casino and a resort hotel with various related amenities. Mount Airy employs various positions, both full-time and part-time. Priority is given to applicants from the greater northeastern Pennsylvania area.

Mount Airy is an equal opportunity employer. It is active and proactive in seeking and attracting qualified minority, female, disabled and veteran candidates in its recruiting and employment practices. Mount Airy continually focuses on promoting, where appropriate, these employees internally and will encourage them to apply for positions for which they are qualified. Mount Airy's policy is to provide an equal opportunity to qualified individuals, without regard to race, color, religion, sex, national origin, age, sexual orientation, marital status, disability or veteran status.

##### B. Mission Statement

It is the policy of Mount Airy #1, L.L.C. d/b/a Mount Airy Casino Resort ("Mount Airy") to foster and promote an appreciation for the unique values of different individuals and to allow employees to realize, grow and develop their potential to reach their personal goals, while recognizing the goals of Mount Airy. Our goal is to apply these same ideals in our interactions with customers, guests, vendors, consultants and the communities in which we work and live. In order to apply these ideals to others:

- Each employee shall treat others with respect and dignity.
- All Mount Airy policies and procedures shall support and encourage diversity goals; and
- Mount Airy shall create and support an environment in which each employee shall have the opportunity to maximize their abilities and level of expertise.

Mount Airy is committed to a policy of operating its Casino Resort entertainment complex that achieves the following goals:

- A talented staff of employees that represents the diverse groups of the Commonwealth of Pennsylvania, particularly those within the Greater Northeastern Pennsylvania market.

- A group of contractors, subcontractors, vendors and suppliers that continues to achieve representation from the Commonwealth of Pennsylvania, particularly the Greater Northeastern Pennsylvania metropolitan market, so that we ensure a balanced representation of minority and women owned businesses.

Mount Airy promotes diversity and assures that all persons receive an equal opportunity in employment. The promotion of diversity extends to contractors, subcontractors, assignees, lessees, agents, vendors and suppliers. Mount Airy assures equal employment opportunity for all persons, regardless of race, color, religion, gender, sexual orientation, age, national origin, citizenship status, or disability and is committed to:

- Taking proactive steps in addressing the issue of diversity communicating with employees, patrons, and the community regarding diversity
- Actively soliciting a diverse group of employees, contractors, subcontractors, assignees, lessees, agents, vendors, and suppliers
- Developing and instituting practical strategies to ensure the implementation of the diversity Mission Statement

Mount Airy is dedicated to operating an organization that reflects a fundamental respect for different ways of working and living. We intend to assure every individual the opportunity to reach his or her potential. Mount Airy is committed to being proactive in promoting diversity throughout all aspects of its operations. We believe that all employees are responsible for contributing to a work environment free from discrimination and prejudice, regardless of position or title.

- Posting the Mission Statement on Mount Airy's on-site bulletin boards
- Making current employees aware of the existence of the Mission Statement through annual distribution of the Statement
- Inclusion of diversity materials in Mount Airy's Employee Handbook

## C. Hiring Goals

Mount Airy is committed to a policy of operating its Casino Resort entertainment complex in a manner that achieves the following goals:

- A talented staff of employees that represents the diverse groups of the Commonwealth of Pennsylvania, particularly those within the Greater Northeastern Pennsylvania market.

- A group of contractors, subcontractors, vendors and suppliers that continues to achieve representation from the Commonwealth of Pennsylvania, particularly the Greater Northeastern Pennsylvania metropolitan market, so that we ensure a balanced representation of minority and women owned businesses

## II. Diversity Plan Overview

### A. Scope

Mount Airy promotes diversity and assures that all persons receive an equal opportunity in employment. The promotion of diversity extends to contractors, subcontractors, assignees, lessees, agents, vendors and suppliers. Mount Airy assures equal employment opportunity for all persons, regardless of race, color, religion, gender, age, national origin, sexual orientation, citizenship status, or disability and is committed to:

- Taking proactive steps in addressing the issue of diversity communicating with employees, patrons, and the community regarding diversity
- Actively soliciting a diverse group of employees, contractors, subcontractors, assignees, lessees, agents, vendors, and suppliers
- Developing and instituting practical strategies to ensure the diversity Mission Statement
- Mount Airy is dedicated to maintaining an organization that reflects a fundamental respect for different ways of working and living. We allow every individual the opportunity to reach his or her potential. Mount Airy is committed to being proactive in promoting diversity throughout all aspects of its operations. We believe that all employees are responsible for contributing to a work environment free from discrimination and prejudice, regardless of position or title
- Through the inclusion of provisions prohibiting discriminatory practices in the Employee Handbook

### B. Components of Mount Airy's Plan

Mount Airy's Diversity Plan is comprised of the following components:

- Diversity Committee
- Recruitment
- Hiring Process
- Training

## 1. Diversity Committee

The CEO of Mount Airy has formed a group of executive management under the direction of the Executive Director of Administration who are actively involved with monitoring diversity and diversity-related activities. This Committee reports directly to the CEO. The Diversity Committee is comprised of Mount Airy's CEO, Executive Director of Administration and its Diversity Officer, Director of Purchasing, Manager of Human Resources and Director of Surveillance. The committee monitors and reviews the progress and results of Mount Airy's diversity program. All segments of the program, including recruiting and training of employees are reviewed, along with the evaluation of the contractor, supplier and vendor initiatives. The committee continues to meet on a regular basis, and provides meeting notes and makes recommendations to upper level management.

The Diversity Officer provides counseling to employees regarding appeal rights and options, problems, complaints, and discrimination issues. Mount Airy's Diversity Officer investigates complaints that involve allegations of discrimination based on race, color, religious creed, age, sex, ancestry, union membership, sexual orientation, national origin, AIDS or HIV status, general identity or expression, or non job-related disability.

## 2. Recruitment

### a. Advertising

Mount Airy has put forth its efforts to recruit qualified applicants in the following ways:

- Internal advertising through postings outside the Human Resources Department and electronic postings on TV screens in the employee dining room
- Job fairs at Mount Airy
- Postings at Northampton Community College and at the Tobyhanna Army Depot
- Websites such as [www.casinocareers.com](http://www.casinocareers.com) and [www.careerlink.com](http://www.careerlink.com)
- Newspaper ads in PA, NY, NJ and CT

### b. Website

Mount Airy provides applicants online access, at home and on our Human Resources computers, to current job postings and applications through [www.mountairycasino.com](http://www.mountairycasino.com). Human Resources also accepts paper applications. There is also a direct link from Mount Airy's home page to Northampton Community College's Table Games Dealer Training registration page.

### 3. Hiring Process

#### a. Processing of Job Applications

Upon receipt of an application for an open position, the following steps are followed:

1. The application/resume is reviewed and matched to the minimum requirements of the job description.
2. If the applicant meets the minimum requirements, the application is logged in the Human Resources computer files.
3. The application/resume is then forwarded to the respective hiring manager.
4. The hiring manager reviews applications/resumes and sets up interviews with candidates. In the case of internal transfers, a Human Resources Representative coordinates with the hiring manager to schedule the employee's interview. The hiring manager must return the completed transfer form, evaluation form and PAF (Personnel Authorization Form), if applicable, to Human Resources in a reasonable time frame. The hiring manager follows up with the employee regarding the final outcome.
5. After the interview process is completed and a candidate has been identified, all applications and resumes are sent back to Human Resources for proper filing and/or to set up the applicant for New Hire Processing. If an internal employee is hired, the PAF and all paperwork are given to the Human Resources Manager for processing.

#### b. Notification of Applicants

After interviewing and making a verbal offer to a job applicant, the hiring manager fills out an applicant evaluation form and forwards it to Human Resources along with the job application and/or resume. The applicant evaluation form focuses on knowledge of specific job skills, related job experience, related education or training, communication/listening skills and attitude. Once the form is received in Human Resources, the Human Resources administrative assistant will contact the new hire to schedule a date for New Hire Processing. At this time, the applicant is not made aware of the details of what processing entails (e.g. drug testing).

#### c. New Hire Processing

When the applicant comes in for his or her appointment, Human Resources reviews the offer letter with the applicant and the applicant signs it. The applicant gets a copy of the offer letter. A Human Resources employee explains to the new hire what their salary and start date will be, whether they are full-time or part-time, their benefits package, and the fact that their employment offer is conditional upon successful completion of a drug test and any required PGCB licensing. The new hire is also told that if they leave the company within 6 months, they will be held accountable for their PGCB license fee, if any. New Hire Orientation and at-will employment are also explained to the new hire.

Non-PGCB licensed applicants are given an ETHOS background check consent form so that a background check may be done. The applicant then takes a drug test on site. If the applicant passes the test, then the applicant moves on to PGCB Licensing, if required.

#### d. PGCB Licensing

Since employment at Mount Airy is contingent upon the ability to obtain licensure from the Pennsylvania Gaming Control Board, all candidates for employment must meet with either the Compliance Manager or Licensing Coordinator to complete the necessary application. All non-gaming and gaming applicants use Slotslink, the State Licensing and Online Tracking System, to electronically submit their applications to the Pennsylvania Gaming Control Board. Potential Key Employee applicants can either obtain their Key Employee applications online or through the Compliance Manager. Key Employee applications must be submitted to the Pennsylvania Gaming Control Board's Bureau of Licensing.

### 4. Training

#### a. Diversity Awareness Training Program

The objective of Mount Airy's diversity awareness training program is to employ a staff that is cognizant of the needs of its fellow employees and also the diverse customer base that patronizes Mount Airy. Mount Airy's training efforts are designed to ensure that all employees are aware of diversity issues and have an understanding of ethnic changes in the workplace. Mount Airy has a zero tolerance policy towards discrimination of women, ethnic minorities and persons with disabilities. All Mount Airy employees required to complete the diversity awareness training program during employee orientation.

#### b. Anti-Harassment Training

The objective of Mount Airy's anti-harassment training program is to ensure that Mount Airy is a safe and professional work environment free of discrimination and harassment. Mount Airy's training efforts are designed to ensure that all employees are aware of harassment issues and have an understanding of the relevant laws. Mount Airy has a zero tolerance policy towards harassment of women, ethnic minorities and persons with disabilities.

#### c. Professional Development

Mount Airy provides training and development to our premiere performers so that excellent employees who are either women or ethnic minorities can be qualified to assume positions of management responsibility

### III. Mount Airy Employment Data

Mount Airy currently employs over 800 employees. Of these total numbers of employees, a large majority are Pennsylvania residents. Mount Airy compiles data regarding its diversity statistics, and expounds upon this data. Mount Airy remains proud of the continued high percentage of diverse employees throughout its workforce. Attached hereto is a breakdown of the diversity statistics available to Mount Airy at this time. Mount Airy will continue to recruit and train qualified diverse employees for its table game operation who are currently Pennsylvania resident or who would relocate to Pennsylvania as a result of their employment with Mount Airy

### VI. Conclusion

As is reflected in this plan, Mount Airy takes the issue of diversity in its workforce, hiring and business practices very seriously and works every day to run the type of facility which embraces the principles and practices set forth in this plan. To do so is integral to a successful operation. Mount Airy is confident that it will be able to continue its initiatives as it moves forward to implement table game operations at its facility.