

EQUAL OPPORTUNITY EMPLOYMENT

It is against Company policy to discriminate against applicants or current employees because of race, religion, age, color, sex(including sexual orientation and gender identity), national origin, disability, veteran status, pregnancy, genetic information or other characteristic protected by applicable law.

The Company is committed to a policy of equal employment opportunity and we require the cooperation of every employee. Accordingly, our policy is stated as follows:

1. Recruiting, hiring, training, and promoting for all jobs will be without regard to race, religion, color, national origin, sex(including sexual orientation and gender identity), age, disability, veteran status, or genetic information and will conform with all applicable laws and regulations.
2. Decisions on employment will be based solely on the individual's qualifications for the position being filled.
3. Any promotional decisions will be based solely on the individual's qualifications as related to the requirements of the position for which the individual is being considered.
4. All other personnel actions, such as compensation, benefits, transfers, terminations, and layoffs, return from layoff, and training programs will be administered without regard to race, religion, color, national origin, sex, age, disability, veteran status, or genetic information.
5. The Human Resources Director is responsible for this policy and for the necessary reporting and monitoring procedures associated with it. Any complaints should be directed to his/her attention. This policy may be periodically reviewed.