



## **Equal Employment Opportunity**

This notice reaffirms what has been and continues to be position on equal employment. We believe in equal opportunity of all employees and applicants regardless of race, color, religion, sex, age, national origin ancestry, pregnancy status, gender, marital status, medical condition, sexual orientation, gender identity, disability, veteran status, or any other category protected by law.

### **We will continue to:**

- Work to maintain all work environments free from any form of illegal harassment. Suspected violations of any other laws or regulations that govern the actions of the Company.
- Strive to base hiring and promotional decisions on job qualifications, such as work records, performance history and length of service, so as to ensure equal opportunity to all.
- Strive to ensure equal opportunity in all human resource decisions including compensation, benefits, transfers, promotional opportunities, company sponsored training, and recreation programs.
- Employees who believe that they or another employee have been discriminated against have an obligation to report the suspected discrimination to the Vice President of Human Resources, General Counsel, or to any other management or supervisory employee.
- The company will investigate complaints of discrimination promptly. Employees are required to cooperate in any investigation. Retaliation against any employee for filing a complaint or participating in an investigation is prohibited. Any employee, supervisor, or manager who is found to have engaged in discriminatory conduct will be subject to disciplinary action up to and including discharge.
- The Executive Vice President of Human Resources will serve as the Equal Employment Opportunity (EEO) Coordinator. All questions or concerns in the area of equal employment opportunity should be directed to the Executive Vice President of Human Resources.

