

POLICY STATEMENT

We are committed to our Equal Opportunity policy and Affirmative Action Plan. We have prepared the Plan to accurately reflect our current status, our actions to date, and our intentions for the future. We have assigned overall responsibility for fulfillment of the Equal Employment Opportunity policy and Affirmative Action Plan to the Director of Human Resources, who will periodically conduct analyses of personnel actions to evaluate them relative to our stated intentions.

Our management is responsible for the ongoing monitoring of personnel actions in their respective areas of supervision and will carry out the intentions of the Equal Opportunity policy and Affirmative Action Plan.

Our employment practices are non-discriminatory and are based upon factors that are job-related. Factors such as race, color, religion, gender, national origin or ancestry, disability, veteran status, age, sexual orientation, gender identity, or genetic information are not job-related. We have designed the Affirmative Action Plan to report and monitor related procedures that will include, but will not be limited to:

1. Recruiting, hiring, training, and promoting applicants and employees in all job classifications without discrimination;
2. Basing decisions on employment so as to further the principle of equal employment opportunity;
3. Making promotion decisions in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and
4. Administering other personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs, without discrimination.

We will not retaliate against any person who files a complaint concerning Equal Opportunity or Affirmative Action and will not tolerate anyone who harasses, intimidates, threatens, coerces, or discriminates against any individual exercising rights under this policy.

The Disabilities Affirmative Action Plan is available for review in the Human Resources Department during normal business hours. Please contact Human Resources for further information.



Barret S. Cole
President & Chief Executive Officer



PAY TRANSPARENCY NONDISCRIMINATION PROVISION

We will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by us, or (c) consistent with our legal duty to furnish information. 41 CFR 60-1.35 (c)

