

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, sex, sexual orientation, gender identity, or genetic information, or any other characteristic protected by local, state, or federal laws, rules or regulations 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 and Protected Veterans 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

