

## Equal Employment Policy

The company strictly prohibits discrimination against any employee or applicant for employment, recruitment, hiring, training, compensation and promotion because of the individuals race, color, religion, gender identity or expression, age, ancestry, national origin, disability, sexual orientation or any other characteristic protected by law. We endeavor to create a workforce that is a reflection of the diverse population of the community in which we operate. We will, in all our operations comply with applicable law governing equal employment opportunities to ensure that there is no unlawful discrimination against any employee or applicant.

We intend to provide employees with a working environment free of discrimination, harassment, intimidation or coercion relating directly or indirectly to race, color, religion, disability, sex, age or national origin.

An employee who feels that he or she has been or is being subjected to discrimination should bring this matter to the attention of his or her immediate manager, group head, or the Human Resources management. Nothing in this policy requires any employee complaining of discrimination to present the matter to the person who is the subject of the complaint. An employee who believes he or she has been or is being subjected to discrimination, or who believes he or she has observed discrimination, and who reports the matter pursuant to this policy shall not be retaliated against or adversely treated because of the making of the report.