

POLICY STATEMENT
Effective 2023-2024

POLICY:

Company policy is to provide equal opportunity to all persons without regard to race, color, sex, gender identity, sexual orientation, religion, national origin, age, disability, Protected Veteran Status (Recently Separated, Disabled, Armed Forces Service Medal, Active Duty Wartime or Campaign Badge) or other bases protected by applicable law. Company policy prohibits harassment of applicants or employees related to these bases. We have established a continuing Affirmative Action Program to assure equal employment opportunity in all our policy decisions affecting recruitment, selection, assignment, promotion, training, and all other terms and conditions of employment. We have an audit and reporting system to measure the effectiveness of our affirmative action plans. Employees and applicants will not be subjected to reprisal, harassment, intimidation, threats, coercion or discrimination because they: (1) file a complaint with the Company or government agencies; (2) assist or participate in any investigation, compliance review, hearing, or any other activity related to the administration of any law requiring equal opportunity for disabled persons and Protected Veterans; (3) oppose any act or practice made unlawful by any law requiring equal opportunity for disabled persons and Protected Veterans; or (4) exercise any other employment right protected by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or Section 503 of the Rehabilitation Act of 1973, or their implementing regulations. The company 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 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 the employer, or (c) consistent with the Company's legal duty to furnish information.

RESPONSIBILITY:

With the support and concurrence of top management, including Bryan Holliday, President/CEO, I, Linda Bergaus, CFO, am the person responsible for implementing our affirmative action efforts to ensure that the principle of equal employment opportunity is understood, followed, and a reality in our Company. All employees are responsible to act in accordance with the Company's EEO policy, and are encouraged to assist the Company's affirmative efforts in support of its EEO policy. All members of management must be familiar with this policy, must fully support it, and are responsible to apply these principles in good faith. This statement is posted to provide applicants and employees with knowledge of the Company's commitment to assure equal employment opportunity, and it may be sent to subcontractors, including vendors and suppliers, as notice of our EEO/AA efforts and as a means of requesting appropriate action on their part. The EEO/Affirmative Action Plan for Disabled Workers and Protected Veterans is located in the office of Human Resources and, upon request, may be reviewed, absent the data metrics, by applicants and employees on weekdays during normal working hours.

Linda Bergaus
LINDA BERGAUS
CFO