

**Equal Employment Opportunity and Affirmative Action
Statement of Policy
41 C.F.R. 60-741.44(a), 300.44(a)**

It is the policy not to discriminate on the basis of a physical or mental disability or an individual's status as a Covered Veteran with regard to recruitment or recruitment advertising, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. The Company does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities and Covered Veterans without discrimination based upon their physical or mental disability, or veterans' status, in all employment practices as follows:

Employment decisions at the Company are based only on job-related criteria. All personnel actions or programs that affect qualified individuals with disabilities or Covered Veterans, such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based upon the individual's physical or mental disability or veterans' status.

The Company makes, and will continue to make, reasonable accommodations to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the Company's business.

Sharon Alred, Senior Human Resources Manager for the sector companies, will manage the AAP for individuals with disabilities and Covered Veterans. The AAP includes an audit and reporting system, which, among other things, measures the effectiveness of the AAP. All managers and supervisors will take an active part in the Company's AAP to ensure that all qualified employees with disabilities and Covered Veterans and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, will solicit the cooperation and support of all employees for the Company's policy and AAP. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the Policy of affirmative action for individuals with disabilities and Covered Veterans. In accordance with public law, the Company's plan of affirmative action for individuals with disabilities and Covered Veterans is available for inspection in the Human Resources Department Monday through Friday, 9:00 am to 5:00 pm, upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in, or may have engaged in, activities such as filling a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, as amended or the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

Sharon Alred
Senior HR Manager