



**POLICY STATEMENT FOR
EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM (AAP)
NOTICE OF OPPORTUNITY TO VIEW AAP OR SELF-IDENTIFY**

The Company is an Equal Employment Opportunity employer committed to providing equal opportunity in all of our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Company prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; genetic information; national origin; sex; sexual orientation; gender identity; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law.

This commitment includes, but is not limited to:

1. Recruiting, hiring, training and promoting persons in all job titles without regard to race; color; religion; genetic information; national origin; sex; sexual orientation; gender identity; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law;
2. Managing employment matters so as to further the principle of equal employment opportunity;
3. Ensuring that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for employment decisions;
4. Ensuring that personnel actions such as compensation, benefits, transfer, layoff, Company-sponsored training, educational tuition assistance, and social and recreational programs are administered without regard to race; color; religion; genetic information; national origin; sex; sexual orientation; gender identity; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law..
5. Ensuring that employees are not subject to harassment, intimidation, discrimination or retaliation because they engaged in or may engage in any of the following activities:
 - (a) Filing a complaint;
 - (b) Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the Vietnam Era Veteran's Readjustment Act of 1974 (VEVRAA/Section 4212), Section 503 of the Rehabilitation Act of 1973 (Section 503) or any other federal, state or local law requiring equal opportunity;
 - (c) Opposing any act or practice made unlawful by VEVRAA/Section 4212, Section 503 or any federal, state, or local law requiring equal opportunity;
 - (d) Exercising any other right protected by VEVRAA/Section 4212, Section 503 or any other federal, state, or local law requiring equal opportunity.

The Company takes affirmative action to employ, and advance in employment, Protected Veterans and Individuals with Disabilities. The Company has specific accountabilities for carrying out our Affirmative Action Plans. Managers are held accountable for taking good-faith efforts to achieve any applicable plan goals. The Company maintains a detailed reporting and monitoring system to measure the achievement of defined goals and reviews the effectiveness of its affirmative action plans at least annually. The Company and its management will further the principles of affirmative action and equal employment opportunity to ensure the full and best utilization of all our employees.

Each Company manager is expected to review present and future personnel policies and practices to ensure that equal employment opportunity is being actively implemented and that no employee or applicant for employment suffers from unlawful discrimination because of race; color; religion; genetic information; national origin; sex; sexual orientation; gender identity; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law.

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The Company is a Federal Government Contractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, and Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act, (VEVRAA) of 1974, as amended. These laws require Government Contractors to take affirmative action to employ and advance in employment qualified Individuals with Disabilities and Protected Veterans.

If you are an Individual with a Disability or a Protected Veteran, we invite you to self-identify your status. Please ask Human Resources for the Self-Identification form/process. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Any information provided will be used only as allowed by applicable law and in a manner consistent with VEVRAA and Section 503. Any information collected will be kept confidential.

Our Section 503 and VEVRAA affirmative action plans are available for employee inspection during normal business hours. Please contact our EEO Coordinator, Traci Nelson at 817 898-5536 to make an appointment if you would like to view these AAPs.



Mike Morton, Chief Executive Officer