

Equal Employment Opportunity

HUMAN RESOURCES PROCEDURE

Procedure Number: 1-02
Subject: Equal Employment Opportunity
Applicability: All Employees
Revision Date: January 1, 2017

The Company believes the work environment should be pleasant, respectful and free from all manifestations of discrimination. The need to retain and find qualified people make it imperative that discriminatory employment practices be eliminated and those individuals with the talents and abilities be sought, recognized and encouraged through equitable personnel practices. The Company is committed to all employees and applicants in a manner that is consistent with all applicable equal employment opportunity local, state, and federal laws.

It is the Company's policy to recruit, hire, train, and promote into all job levels, employees and applicants for employment without regard to race, color, religion, age, gender and gender identity, sexual orientation, national origin, physical or mental disability, marital status, veteran status, or any other conditions protected by law. All such decisions are based on (1) individual merit, qualifications, and competence as they relate to the particular position, and (2) promotion of the principle of equal employment opportunity. All other personnel programs such as compensation, benefits, transfers, layoff, return from layoff, training, education, tuition assistance, and social and recreational programs are administered without regard to race, color, religion, age, gender, gender identity, national origin, physical or mental disability, marital status, or veteran status or any other condition protected by local, state or federal law.

In addition, guidelines regarding harassment, whether based upon gender, gender identity, age, race, color, sexual orientation, national origin, religion, mental or physical disabilities, marital status, veteran status, or other conditions protected by law have been implemented that prohibit hostile, offensive and intimidating conduct.

Employees who have experienced or witnessed discrimination or harassment are to immediately report the incident so that the Company can act to stop it before it becomes severe or pervasive. Employees may report complaints to a supervisor, a Human Resources representative, compliance officer or to the Company's Ethics Help Line. Supervisors or the compliance officer must report any complaints to a Human Resources representative prior to attempting resolution. Employees may also report discrimination or harassment to the U.S. Equal Employment Opportunity Commission (EEOC) or their State human rights agency and should be cognizant of filing the charge in a timely manner and within the strict time limits established by the applicable agency. The Company does not tolerate discrimination and will take prompt corrective action if violations occur. Complaints will be kept as confidential as possible and retaliation is strictly prohibited.

The Company has developed and implemented Affirmative Action Plans (AAP) to support its commitment to the principle of equal employment opportunity. These Plans describe, in detail, the policies and procedures used in the Company's operations to carry out its commitment.

Anyone having any questions, comments or concerns regarding the Company's Equal Employment Opportunity and Affirmative Action Plans should contact the Human Resources department. Applicants and/or employees may request access to the Company's AAP during normal business hours. This review would occur by appointment only, would exclude data metrics, and would occur at the applicable affiliate headquarters.

All of our employees are responsible for supporting this program and contributing to the equitable treatment of the people in our organization and in the communities we serve.

**Contractors doing business with the Company via a staffing agency and/or vendor agreement are also generally expected to comply with the principles of this policy unless the policies/terms of their employing agency or vendor agreement specifically dictate otherwise.*

This document is a summary of a Company policy, procedure and/or guideline. All policies, procedures and/or guidelines described herein may be modified or discontinued at any time, for any reason at the Company's full and sole discretion. No policy, procedure and/or guideline should be construed as a contract or term or condition of employment between an employee and the Company.

If any statements contained herein are inconsistent with formal plan documents, those documents will govern.