

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Because the Company has a deeply ingrained respect for people, it subscribes to and supports a policy of non-discrimination regardless of race, color, religion, sex, age, national origin, ancestry, disability, marital status, pregnancy, sexual orientation, genetic information, military/veteran status, or any other protected characteristic under applicable law. This policy applies to all terms, conditions and privileges of employment and all policies of the Company, including hiring, training, placement and employee development, promotion, demotion, transfer, compensation, benefits, layoff and recall, and termination. Opportunity is provided to employees based on qualifications and job requirements.

The Company has appointed both a male and a female Equal Employment Opportunity compliance officer who have the responsibility for implementing and enforcing this policy. Any employee with discrimination concerns should immediately present their concerns to one of the Company's Equal Employment Opportunity compliance officers and/or the Human Resources Department. The name of the compliance officers for each Company will be posted on the Company's bulletin board.

All complaints of unlawful discrimination will be promptly investigated. Employees are required to cooperate in any investigation. A timely resolution of each complaint will be reached and communicated to all parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. Employees who experience retaliation should immediately report it to their supervisor, manager or Human Resources.

Reasonable accommodations are available to all employees and applicants with a disability (as provided by the Americans with Disabilities Act and other applicable laws), as long as the accommodation does not cause undue hardship to the Company. Individuals should supervisor, manager or Human Resources concerning an accommodation.


As a federal contractor, we are required to have an Affirmative Action Plan. Its purpose is to ensure that all qualified applicants and employees are considered for job openings, promotions, training, pay raises and other opportunities. To monitor our progress, we record the gender and race of all personnel actions. This information is confidential. We use it to monitor and ensure that women, minorities, people with disabilities and all veterans receive equal consideration.

As part of the Company's equal employment opportunity policy, the Company will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

The Company will periodically review this policy with its supervisors and managers. It is the responsibility of each supervisor and manager to ensure affirmative implementation of this policy to avoid discrimination in employment. Violation of these policies is a disciplinary offense.

An Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide the Company's affirmation action program. A notice explaining the Company's policy will be posted on the Company's bulletin board.

Female EEO Officer: Julie Ramsdale    Male EEO Officer: Brian Brown

  
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Eddie Morrison, President