



POLICY STATEMENT

We are an Equal Opportunity Employer.

Our employment practices are non-discriminatory and are based upon factors that are job-related. Factors such as race, color, religion, gender, national origin, citizenship, age, disability, protected veteran status, sexual orientation, or gender identity are not job-related.

All employment decisions are based only on valid job requirements. We are committed to recruiting, hiring, training, and promoting employees, and administering all other personnel actions, without discrimination.

We maintain an Affirmative Action Plan for Individuals with Disabilities and Protected Veterans which includes an audit and reporting system. The President & CEO has expressed support for the Affirmative Action Plan and has assigned overall responsibility for fulfillment of the Affirmative Action Plan to the Human Resources Manager.

The Individuals with Disabilities and Veterans Affirmative Action Plan is available for inspection in the Human Resources Department during normal business hours, 8:30 am to 5:00 pm. Please contact the Human Resources Manager for further information.

We promise not to retaliate against any person who files a complaint concerning Equal Opportunity or Affirmative Action and will ensure that no one harasses, intimidates, threatens, coerces, or discriminates against any individual exercising rights under this policy.