

POLICY MANUAL

SECTION 70-1

**EQUAL OPPORTUNITY
EMPLOYER**

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1/1/2015

It is the Company's policy that equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, creed, national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information, military status, protected veteran status, or any other category protected under applicable federal, state, or local law.

This policy applies to employees and applicants and to all phases of employment, including but not limited to, hiring, promotion, demotion, compensation, and termination of employment. It is the Company's policy to provide employment opportunities on the basis of individual abilities, skills and experience. Requests for accommodations, as permitted by state and federal law, can be submitted to the Human Resources department.