

1. **PURPOSE:**

To define the Company's policy for the equal opportunity and treatment of employees and applicants with regard to employment.

2. **POLICY/PROCEDURE:**

The Company believes that all persons are entitled to equal employment opportunity and does not discriminate against qualified employees or applicants because of race, color, religion, sex, pregnancy, childbirth or related medical conditions, family care status, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, veteran status, or any other characteristic protected by state or federal law.

Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, transfer, discipline, layoff, recall, termination, compensation, benefits, and social and recreational programs. Whenever practical, the Company will place employees in the job that best suits their abilities, interests, and skills, as well as the Company's needs. The Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless undue hardship would result.

Employment decisions will comply with all applicable judicial precedents or statutory laws prohibiting discrimination in employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Immigration and Nationality Act, and any applicable state laws.