

S 150 - COMPLIANCE WITH GOVERNING LAWS

The company is dedicated to achieving and maintaining compliance with all governing laws and regulations that govern our business.

In today's world, there are many laws and regulations that we must follow and it would not be possible to list them all in this manual. However, at a minimum, it is the policy of Company to observe and comply with the Civil Rights Act (Title VII) of 1964, the Federal Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1974, Executive Order 11246, the Veterans Readjustment Act of 1974, and all pertinent regulations and requirements which prohibit discrimination on the basis of age, color, race, religion, disability, sex, national origin or sexual orientation.

Further, it is our policy to hire employees without regard to age, color, race, religion, disability, sex, national origin, pregnancy or sexual orientation in regard to any position for which the employee or applicant for employment is qualified.

The company will act without discrimination in all employment practices including: advertising, recruitment, testing, screening and hiring, selection for training including apprenticeship, transfer, demotion, layoff, termination, rate of pay and overtime pay or other forms of compensation including retirement.

Employees will be judged solely on their qualifications for a particular job and will receive equal treatment after employment. None of this company's facilities are to be segregated, classified or limited in any way that would adversely offset the status of an employee.

The company will take appropriate steps to ensure that all employees are advised of our non-discrimination policy and of our interest in actively and affirmatively providing equal employment through notices on bulletin boards in offices, field offices and publications. We will not retaliate against anyone who has opposed our employment practices.

We will not harass nor allow our employees to harass (harassment means verbal or physical abuse, unwelcome contact, advances or propositions, displays of offensive or obscene materials or other acts) that create a hostile work environment including racially insensitive remarks, unsafe working conditions, threats of violence or otherwise intimidate other employees.

Management will continue to be guided and motivated by this policy and, with the cooperation of all employees, will actively pursue the goals throughout the company.