

information (including family medical history), work-related injury, arrest and conviction records of public assistance, local human rights commission activity, or authorization status for any other characteristics protected by federal, state or local law. This policy also applies to the selection and treatment of independent contractors, personnel working on our premises, and temporary agencies and any other persons or firms doing business for or with the Company.

The Company is committed to ensuring that any human resources activity or action impacting terms and conditions of employment, including recruiting, hiring, placement, formal or informal training, classification, on-the-job training, job programs, apprenticeships and management trainee programs, job classifications, work assignments, transfers, assignment of overtime hours, promotion, lay-off, recall and termination and other related programs are provided fairly to all persons. Similarly, all salaries and benefit programs will be administered in conformity with this Policy. The Company encourages each employee to develop their skills so that they can achieve their full potential. Therefore, we encourage all employees to continually seek opportunities to upgrade their skills and knowledge and to advise their supervisor about training programs that might be a appropriate for the goal of furthering their career path.

The Company pledges that it will maintain a work environment free of harassment, intimidation, and coercion at all its locations. Harassment of any type and against any protected class will not be tolerated and may result in sanctions up to and including immediate dismissal. Employees are encouraged to report any

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