



Equal Opportunity and Affirmative Action Policy Statement

It is the policy of Welch and Rushe to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, protected veteran, disabled status, gender identity, or sexual orientation. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, upgrading, demotion or transfer, reduction of workforce and termination, rates of pay or other form of compensation, selection for training, the use of all facilities, and participation in all Welch and Rushe-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by Welch and Rushe where appropriate.

As part of Welch and Rushe's equal employment opportunity policy, Welch and Rushe will also take affirmative action as called for by applicable laws to ensure that qualified veterans and disabled persons are introduced into our workforce and considered as promotional opportunities arise. Tom French, Division Manager, fully supports Welch and Rushe's equal opportunity and affirmative action policies.

Employees and applicants shall not be subjected to harassment or intimidation because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors. It is the responsibility of each supervisor of Welch and Rushe to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

Morgan Harris, Sr. HR Generalist, has been assigned to direct the establishment of and to monitor the implementation of personnel procedures to guide our affirmative action program throughout Welch and Rushe. Morgan Harris, Sr. HR Generalist will have responsibility to review and update Welch and Rushe's affirmative action plan annually, including responsibility for the audit and reporting system. A notice explaining Welch and Rushe's policy will remain posted.

The Protected Veterans and Individuals with Disabilities Narrative Affirmative Action Plans are available for inspection by any employee or applicant for employment Monday through Friday during normal business hours by contacting Morgan Harris, Sr. HR Generalist at m.harris@stategroup.com. Any questions or concerns regarding the plans or equal opportunity at any of our sites should be directed to Morgan Harris, Sr. HR Generalist.

W. Thomas French

Tom French
Division Manager

Date