



Corporate Headquarters  
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September 1, 2023

To: ALL EMPLOYEES AND APPLICANTS

Our company fully supports the goals of Equal Employment Opportunity and Affirmative Action. These objectives are reflected in all aspects of our daily operations. We will continue to recruit, hire, train, and promote in all job titles without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, protected veteran status, disability status, or any other characteristic protected by law. Furthermore, we shall continue to provide Equal Employment Opportunity for qualified disabled veterans, Armed Forces service medal veterans, recently separated veterans, other protected veterans, and individuals with disabilities.

We strive to ensure that all employment decisions, company programs and personnel actions are administered in conformance with the principle of Equal Employment Opportunity. Each of us has a responsibility to support these objectives and to ensure that this policy is fully implemented within our organization.

Further, our Affirmative Action programs may be reviewed by employees and applicants during the hours of 9:00 a.m. – 4:00 p.m. Eastern Time, Monday through Friday in the Human Resources Department, through contacting the HR Manger which serves as our EEO Coordinator. If you wish to self-identify as a disabled veteran, Armed Forces service medal veteran, recently separated veteran, other protected veteran or an individual with a disability, please contact the HR Manger which serves as our EEO Coordinator.

Join me in assuring our Equal Employment policies work effectively. Thank you very much.

A handwritten signature in black ink, appearing to read "CR", is positioned above the name of the signatory.

Christopher N. Graham, President & CEO