

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

### I. INTRODUCTION

Federal laws and regulations, state laws and regulations and Executive Orders make it illegal for Patz Corporation to discriminate on the basis of race, color, creed, religion, sex, sexual orientation, marital status, age, national origin, ancestry, citizenship, arrest record, conviction record, disability, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this State, use or nonuse of lawful products off the Corporation's premises during nonworking hours or status as a special disabled veteran, veteran of the Vietnam era, recently separated veteran, or veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized (collectively, "covered veterans"). Applicable laws also require that the Corporation take "affirmative action" to insure equal employment opportunities.

While there is a legal responsibility imposed on the Corporation not to discriminate, the Corporation firmly also believes that it is both morally right and socially advantageous not to discriminate.

### II. CORPORATE POLICY

The Corporation's policy has been and will continue to be to recruit, hire, train, upgrade, transfer, demote and promote persons in all job titles without regard to any of these protected statuses, as required by law; base decisions employment so as to further the principle of equal employment opportunity; insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; insure that all personnel actions such as recruitment, recruitment advertising, rates of pay or other compensation, benefits, transfers, layoffs, return from layoff, company-sponsored training, education, tuition assistance and social and recreation programs, will be administered without regard to any of these protected statuses, as required by law. The Corporation will not subject any employee or applicant to harassment, intimidation, threats, coercion or retaliation for participating in activities related to the administration of laws requiring affirmative action and equal employment opportunity, for opposing any actions made unlawful by those laws, or for exercising any other rights protected by those laws.

Furthermore, it has been and will continue to be the Corporation's policy to maintain an affirmative action program designed to insure that equal opportunity is in fact provided.

### III. IMPLEMENTATION OF THE POLICY

The Corporation has assigned responsibility for the implementation of this policy to Brenda Westberg, who will act as the Corporation's Affirmative Action Officer. Ms. Westberg will obtain such evidence as may be required to establish that this policy is being carried out at all levels of executive, management and supervisory personnel. She will review the Affirmative Action Program periodically to insure its completeness and effectiveness.

Ms. Westberg will work with all levels of executive, management and supervisory personnel to insure that the Affirmative Action Program is implemented in all day-to-day decisions concerning recruitment, job placement, promotions, demotions, layoff, recall and other personnel actions. She will carry out or where necessary recommend such innovations in the Corporation's practices as may be required to insure that the specific provisions and the spirit of this policy are being implemented. She will provide executive management with a written report, no less than once annually, and with periodic oral or written reports, as may be necessary, measuring the effectiveness of the Affirmative Action Program.

Portions of the Affirmative Action Program are available for review by applicants and employees between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday. Appointments should be made with Ms. Westberg at (920) 897-2251.

PATZ CORPORATION