



A NOTICE TO ALL EMPLOYEES AND APPLICANTS

**AFFIRMATIVE ACTION AND
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

HABCO Industries, LLC has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to assure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, religion, color, national origin, citizenship, sex, veteran's status, age, disability, sexual orientation, or gender identity.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, religion, color, veteran's status, national origin, citizenship, sex, age, disability, sexual orientation, or gender identity.
- c. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination 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 right protected by federal, state or local law requiring equal opportunity.

Carol Boedicker has been appointed to take on the responsibilities of EEO Coordinator. The EEO Coordinator is responsible for the day to day implementation and monitoring of this Affirmative Action Plan. As part of that responsibility, the EEO Coordinator will periodically analyze the Company's personnel actions and their effects to ensure compliance with our equal employment policy.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to be considered under our Affirmative Action Plan, please contact the EEO Coordinator during regular business hours.

I have reviewed and fully endorse our Affirmative Action and Equal Employment Opportunity program. In closing, I ask the continued assistance and support of all of the Company's personnel to attain our objective of equal employment opportunity for all.



Brian Montanari
President and CEO

This Affirmative Action Program is effective from 3/01/2019 to 2/28/2020.