

AFFIRMATIVE ACTION PROGRAM

Whitcraft, LLC.

January 1, 2017 - December 31, 2017

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

For the Affirmative Action Program January 1, 2016 through December 31, 2016, I am reaffirming the Company's continued equal employment opportunity and affirmative action policies. It is the Company's policy to practice equal employment opportunity in all of its employment decisions including but not limited to recruitment, hiring, promotions, terminations, layoffs, transfers, job offers, job assignments, and compensation, benefits, training and education and company events. Furthermore, its employees, representatives and agents do not discriminate based on race, color, gender, gender identity, sexual orientation, national origin, religion, disability, veteran status, age or any other non-employment related criteria. It is the Company's practice of to make all employment decisions based solely on valid job requirements. This policy applies to all terms, conditions, benefits and privileges of employment as well as the use of all company facilities and participation in any company-sponsored activities.

Likewise, harassment, discrimination, retaliation, coercion, threats, interference or intimidation of any employee or applicant for employment based on race, color, gender, national origin, religion, disability, veteran status, age for filing a complaint, disability related to pregnancy, assisting in an investigation or exercising any other right protected by law or government regulation will not be tolerated. Anyone found to have violated this policy may be subject to disciplinary proceedings up to and including possible termination of employment.

The Human Resources Department has the responsibility for the implementation of this policy and is designated as the Equal Employment Opportunity (EEO) Officer(s). The EEO Officer(s) is in part responsible for developing and monitoring company programs, employees, managers and supervisors to measure the accomplishments of the Affirmative Action Programs.

If any employee or applicant for employment believes they have been discriminated against contrary to this policy, or believe they are qualified to benefit under the Affirmative Action Plan, please contact the EEO Officer(s) and or anyone in Senior Management. Thank you for your cooperation and continued support in attaining this year's forthcoming objectives of equal employment opportunity and the implementation of the Company's Affirmative Action Program.



Whitcraft, LLC.

Colin Cooper, CEO

Click here to enter a date.

5/24/17

DATE

X

EMPLOYEE SIGNATURE

AFFIRMATIVE ACTION PROGRAM

Whitcraft, LLC.

January 1, 2017 - December 31, 2017

**EQUAL EMPLOYMENT OPPORTUNITY &
AFFIRMATIVE ACTION POLICY
FOR VETERANS & INDIVIDUALS WITH DISABILITIES**

It is the company's policy not to discriminate, and to provide equal employment opportunity to all qualified individuals regardless of one's disability, or status as a special disabled veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized. This policy is applied to all employment actions including but not limited to recruitment, hiring upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training including apprenticeship.

The company will review all its personnel actions, including recruitment efforts, selection and compensation systems, annually in order to take affirmative action to assure that all qualified individuals with disabilities, or status as a special disabled veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized, are treated with equal opportunity in these actions.

The company invites all applicants for employment and all employees to become aware of the benefits provided by the company's Affirmative Action Programs, which may be reviewed by applicants or employees between normal business hours. Please see the Affirmative Action Officer for this review or to ask any questions regarding the program.

As a result of these efforts, we will ensure and be able to specifically document that all employment decisions are based solely on valid job requirements. We will ensure that company sponsored training, educational tuition reimbursement, and social or recreational programs are administered without regard to race, color, gender, religion, national origin, disability, or veteran status. We will ensure that applicants and employees are not subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities based on equal opportunity and affirmative action laws:

1. Filing a complaint
2. Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of any Federal, State or Local law requiring equal opportunity.
3. Opposing any act or practice made unlawful by any Federal, State or Local law requiring equal employment.
4. Exercising any other right protected by any Federal, State or Local law requiring equal employment.

The company is committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation throughout all levels of the company, the EEO Officer will serve to oversee these policies.



Whitcraft, LLC.
Colin Cooper, CEO

Click here to enter a date.

5/24/17

DATE

X

EMPLOYEE SIGNATURE