

I. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

41 C.F.R. §§ 60-300.44(a) and § 60.741.44(a)

The following EEO Policy statement is posted on Company bulletin boards:


It is the policy of the Company, which I support, that equal employment opportunity is provided in the employment and advancement of qualified applicants and employees without regard to disability or status as a protected veteran. The Company does not and will not discriminate against any applicant or employee in regard to any position for which the applicant or employee is qualified because he or she is disabled or a protected veteran.

In addition, the Company and I are committed to a policy of taking affirmative action to employ, and advance in employment, qualified individuals with disabilities and protected veterans. Such affirmative action shall apply to all employment practices, including, but not limited to hiring, promotion, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation.

Employees and applicants of the Company will not be subject to harassment on the basis of disability or status as a protected veteran. Additionally, harassment, intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, filed a complaint, participated in a review, investigation, compliance evaluation, or hearing, or otherwise sought to exercise their legal rights under any federal, state, or local EEO law regarding disability or protected veteran status is prohibited.

In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the Company, I have selected Carrie Cisek, Chief Human Resource Officer, as the Equal Employment Opportunity (EEO) Coordinator for the Company. One of the EEO Coordinator's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of the Company's programs.

Lastly, in furtherance of the Company's policy regarding Affirmative Action and Equal Employment Opportunity, the Company has developed a written Affirmative Action Program ("AAP") which sets forth the policies, practices and procedures to which the Company is committed in order to ensure that its policy of nondiscrimination and affirmative action for qualified individual with disabilities and protected veterans is accomplished. This AAP is available for inspection by any employee or applicant for employment upon request, during normal business hours, at the Company's Saint Paul location by contacting the EEO Coordinator at 651-757-4142.

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Mark Hynes, CEO