

BACHMAN MACHINE COMPANY CORPORATE POLICY

Effective Date 01-01-2000 Supersedes Policy No. ____ Date: _____

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

Objective: The objective of this policy is to issue orderly guidelines for ensuring that Bachman Machine Company continues to adhere to the principle of equal employment opportunity in all phases of employment activity relating to recruitment, selection, promotion, demotion, transfer, termination, compensation, discipline and job assignments.

Scope: This policy applies to all Bachman Machine Company locations and all subsidiary operations.

Policy Statement: Bachman Machine Company unequivocally supports the principles and spirits of equal employment opportunity based upon qualifications, related job experiences, job pertinence and relevant individual differences and not on the basis of non-relevant, extraneous factors. It is the goal of the Company to continue to administer its employment policy in order that all qualified persons are accorded an equal opportunity for employment, compensation and advancement without discrimination due to race, religion, national origin, color, citizenship, sexual orientation, disability, sex, disability, age or any other protected class.

Recruitment: The recruitment of applicants to fill vacancies will be accomplished without regard to race, religion, national origin, color, citizenship, sexual orientation, disability, sex or age or any other factor whose consideration is prohibited by law. The company will maintain outside contact with various persons, groups and organizations concerning manpower and training resources and requirements. All employment advertisements will indicate that the Bachman Machine Company is an EEO (Equal Employment Opportunity) Company.

Selection: The process of selecting individuals to fill Company job vacancies will be accomplished through approved procedures. Individuals will be employed without regards to non-merit factors following a completely objective appraisal of each individual considered for the job opening. The Company will maintain its

commitment to equal employment opportunity in every aspect of our selection process and in accordance with all federal and state laws.

Promotions: Promotions will be proposed in accordance with applicable rules and on a non-discriminatory basis. The procedure used in selecting individuals for promotion will be evaluated periodically to ensure that the procedures are realistic and relevant.

Employment: All Bachman Machine Company employees are expected and required to accomplish their work in a businesslike manner with a concern for the well-being of the Company and their fellow co-workers. Should any employee feel that he or she has not been accorded fair and impartial treatment regarding their employment, they will be offered an opportunity to discuss this problem with any level of management necessary to address their issues. If warranted, a prompt investigation will be conducted and appropriate action will be taken to remedy any problem issues. There will be no retaliation permitted for any good faith claim or report of discrimination or for participating in an investigation into such allegations.

Each supervisor shall be responsible to ensure that this policy and the procedures outlined herein will continue to be adhered to in his/her individual work unit. In addition, each supervisor should ensure that all present and future employees within his work unit are aware of and familiar with the policy outlined herein. The program outlined above has the complete support of the Company and, therefore, will continue to be implemented accordingly. Periodic review of these procedures, as well as any job requirements, job compensation and specifications will be made to ensure that they are relevant, realistic and objective.

EEO Officer On Site: Any employee who continues to feel that he/she has not been treated fairly and impartially after discussion with their immediate supervisor, may make an appointment to further discuss the situation with the Company's Chief Executive Officer and/or the Human Resources Manager. The Human Resources Manager is designated as the Company's Equal Employment Officer and is assigned with the final responsibility for rectifying any Equal Employment Opportunity (EEO) actions and/or complaints.

Application and Administration: A primary responsibility of the Company's Human Resources Manager is to ensure that all phases of the human resources administration is in harmony with this policy. Further, all department heads and

supervisors are also responsible for administering and complying with this policy with respect to the employees under their supervision.

Effect: The effect of this policy should be to:

- Direct the Company in its efforts to continue to base all decisions on employment, recruitment, selection, promotion, compensation, etc., so as to further the principle of equal employment opportunity and non-discriminatory practices.
- Designate and assign the responsibility for E.E.O actions and issues to the site Human Resources Manager.
- Keep public and private manpower sources apprised of Bachman Machine Company employment practices.
- Provide Company employees and applicants a means of recourse with respect to any actions or issues of the Company that they believe to be contrary to the stated principles of non-discrimination.
- Identifies the Company's commitment to employ and develop the best qualified applicants and employees that can be found based solely upon their education, experience, job relevant factors, training, performance, and suitability for the job tasks, etc..
- State the Company's goal of continuing to administer its employment policy in order that all qualified individuals are accorded an equal opportunity for employment, compensation, and advancement without discrimination due to race, religion, national origin, color, citizenship, sexual orientation, disability, sex, age or any other designation protected under federal or state law.