

## **Equal Employment Opportunity, Affirmative Action, and Diversity and Inclusion Policy Statement**

Cappex is an equal employment opportunity and affirmative action employer. Cappex affirms its long-standing commitment to maintain a diverse workforce reflective of the communities in which we operate, maintains a business culture that recognizes the contributions and interests of diverse cultural and social groups, and maximizes employee efforts by understanding individual differences and perspectives. It is the policy of Cappex not merely to refrain from employment discrimination as required by federal, state, and local enactments, but to take positive affirmative action to realize for women, people of color, individuals with physical or mental disabilities and veterans full equal employment opportunity. It is also our goal to employ and advance in employment individuals with disabilities and protected veterans, and to treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.

It is our belief that an organization achieves this goal only through leadership and focused implementation of a results-oriented affirmative action plan and equal employment opportunity without regard to race, color, ethnicity, national origin, ancestry, citizenship, sex, pregnancy, sexual orientation, gender identity, age, religion/creed, handicap/disability, genetic information/history, military/veteran status, or any other characteristic or condition protected by law. These policies maintain and enhance workforce diversity and apply to all employee actions including staffing, compensation, promotion, transfer, demotion, social and recreational programs, layoffs, employee benefits, training and development, disciplinary actions, employment termination, and other general conditions of employment.

Cappex will make a good faith effort to reasonably accommodate the physical and mental limitations of any employee or applicant for employment unless such accommodation would impose undue hardship on the conduct of our business. We encourage applicants and employees to assist us in identifying accommodations that he or she may need to perform the job.

The Vice President of HR has been appointed the role of the Equal Opportunity /Affirmative Action Officer and will audit, report, and evaluate activities which pertain to our EEO and Affirmative Action objectives. Employees who need assistance in the clarification or resolution of EEO matters should contact their manager or Vice President of HR. If the circumstances make reporting an issue to either of these individuals difficult, feel free to contact any member of management. Retaliation against any employee for making an EEO claim or participating in the investigation of a complaint is strictly prohibited and will not be tolerated.

Employees interested in reviewing the Affirmative Action Plan for Individuals with Disabilities and Covered Veterans should contact the Vice President of HR during regular working hours. If you would like to be considered under our Affirmative Action Plans for Employees with Disabilities and Covered Veterans, please indicate this to your supervisor, or to the Human Resources Office. Submission of this information is voluntary and refusal to provide it will not subject you to adverse treatment. Information submitted will be kept confidential except where indicated in the Act.

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Leon Heller supports the Affirmative Action Program and directs the responsibility of all those with employment responsibility to seek to achieve the stated aims of this program. Moreover, it is the responsibility of each and every member of the staff of Cappex to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of work life at Cappex.