

Equal Employment Opportunity and Affirmative Action Policy

It is the policy of L.F. Driscoll Co., LLC to comply with all applicable federal, state and local laws governing nondiscrimination in employment and to ensure equal opportunity in all terms, conditions, and benefits of employment or potential employment.

L.F. Driscoll Co., LLC prohibits discrimination and harassment against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin or any other legally protected characteristic.

L.F. Driscoll Co., LLC has established an Affirmative Action Program under Executive Order 11246 (“EO 11246”). L.F. Driscoll Co., LLC engages in affirmative action measures to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin or any other legally protected characteristic. L.F. Driscoll Co., LLC has established an audit and reporting system to allow for effective measurement of its affirmative action activities.

To implement this policy, L.F. Driscoll Co., LLC will:

- (1) Recruit, hire, train and promote qualified persons in all job titles, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other legally protected group status;
- (2) Ensure that employment decisions are based only on valid job requirements; and
- (3) Ensure that all personnel actions and employment activities such as compensation, benefits, promotions, layoffs, return from layoff, L.F. Driscoll Co., LLC sponsored programs, and tuition assistance will be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other legally protected group status.

Employees and applicants for employment will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged or may engage in (1) filing a complaint, (2) opposing any act or practice made unlawful by, or exercising any other right protected by, any Federal, State or local law requiring equal opportunity, including EO 11246 or (3) assisting or participating in any investigation, compliance evaluation, hearing, or any other activity related to the administration of any Federal, State or local law requiring equal opportunity, including EO 11246.

Frank M. Stulb, President, reaffirms support for the EEO policy and the affirmative action program and delegates overall responsibility for the implementation of the affirmative action activities to Donna Marley, Director, Human Resources.