

POLICY STATEMENT



On behalf of the CEO of Woodard & Curran, this is a statement of intention to make all reasonable efforts to live up to its Equal Opportunity Policy and Affirmative Action Plan. The Plan has been prepared to accurately reflect the company's current status, its actions to date, and its intentions for the future. Overall responsibility for fulfillment of the Equal Employment Opportunity Policy and Affirmative Action Plan is assigned to Kathleen Welter, Vice President of Human Resources, who periodically conducts analyses of all personnel actions to ensure that the company is living up to its stated intention.

The management of the company is responsible for the ongoing monitoring of all personnel actions in their respective areas of supervision and carries out the intentions of the Equal Opportunity policy and Affirmative Action Plan to the fullest extent possible.

Employment practices at the company are non-discriminatory and are based upon factors that are job-related. Factors listed below or any other classification protected by federal, state, or local laws, regulations, or ordinances are not job-related:

- Race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists
- Ancestry
- Religion or religious creed (including religious dress and grooming practices)
- Color
- Age (40 and over)
- Sex
- Gender
- Affectional or sexual orientation
- Gender identity or expression
- Height or Weight
- Political affiliation or belief
- Genetic information
- National origin (including language use restrictions)
- Citizenship status
- Marital status
- Domestic partner status
- Medical condition (including cancer and genetic characteristics)
- Physical or mental disability (including HIV and AIDS)
- Military or veteran status
- Pregnancy
- Childbirth
- Breastfeeding and related medical conditions
- Denial of Family and Medical Care leave
- Reproductive health decision making, including, but not limited to, the decision to use or access a particular drug, device, or medical service by the employee or their dependent(s)

The Affirmative Action Plan is designed to report and monitor all related procedures including, but not limited to:

1. Recruiting, hiring, training, and promoting applicants and employees in all job classifications without discrimination;
2. Basing decisions on employment to further the principle of equal employment opportunity;
3. Ensuring that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and



4. Ensuring that all other personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs, are administered without discrimination.

Woodard & Curran promises not to retaliate against any person who files a complaint concerning Equal Opportunity or Affirmative Action and will ensure that no one harasses, intimidates, threatens, coerces, or discriminates against any individual exercising rights under this policy.

The Persons with Disabilities and Veterans Affirmative Action Plan is available for inspection in the Human Resources Department during normal business hours. Please contact Human Resources for further information.