



TO: ALL EMPLOYEES/APPLICANTS

Our company is committed to the maximum utilization of all human resources and the goal of Equal Employment Opportunity and Affirmative Action. I wish to reaffirm that commitment and bring to the attention of all employees that these objectives are reflected in all aspects of our daily operations. We will continue to recruit, hire, train, and promote in all job titles without regard to race, color, religion, national origin, sex, or age. Furthermore, we shall continue to provide Equal Employment Opportunity for qualified disabled veterans, other covered veterans, veterans of the Vietnam Era, and individuals with disabilities.

Every effort shall be made to ensure that all employment decisions, company programs and personnel actions are administered in conformance with the principle of Equal Employment Opportunity. Each of us has a responsibility to support these objectives and to ensure that this policy is fully implemented within our organization.

I have designated Melissa Drysdale as the Company's Equal Employment Opportunity Coordinator, and have charged her with the responsibility to maintain the necessary programs, records, and reports to comply with all government regulations, including the maintenance of monitoring procedures for our policy objectives.

Further, our Affirmative Action programs may be reviewed by employees and applicants by contacting Melissa. If you wish to self-identify as a Vietnam Era Veteran, a Disabled Veteran, or an individual with a disability, please contact Melissa.

Just as we all share the responsibility for meeting the challenges of our business objectives, each of us must assume a leading role in making our Equal Employment policy work effectively.

Michael B. Johnson, President / CEO