

**SUBJECT LINE:**

**NOTICE OF EXPIRATION: CITY OF URBANA EEO CERTIFICATE OF COMPLIANCE**

RE: Certificate Holder: Growmark Inc.  
Certificate Type: Urbana EEO Certificate of Compliance  
**Expiration Date: 03/31/2019**

NOTICE OF EXPIRATION OF  
URBANA EEO CERTIFICATE OF COMPLIANCE

Dear Kristen <sup>Kubsch</sup> ~~Kubson~~,

This notice is to inform you that your company's Urbana EEO Certificate of Compliance expires on the above referenced date. To renew, please submit FORM: Urbana EEO Workforce Statistics Form (Rev. 09/2015) to the Human Relations Office (HRO) by mail or e-mail to [eeo@urbanaininois.us](mailto:eeo@urbanaininois.us). For your convenience, renewal forms, guides and templates are found online at <http://urbanaininois.us/government/mayors-office/human-relations/public-vendorscontractors>. A copy of the form is also attached to this message for your convenience.

A General Note on Renewals: If the term of your contract with the City extends beyond the expiration date of your certification, it is your organization's responsibility to submit an updated EEO Workforce Statistics Form prior to your expiration date. Additionally, please be advised of the following:

- It is your obligation to note the expiration date of your certification and to ensure that all documentation necessary for recertification are submitted to the City in a timely fashion; failure to do so may result in a loss of certification.
- If you fail to maintain certification status and are deemed to be non-compliant as set forth in Section 2-119 of the Urbana City Code, your organization will forfeit any monies paid by the City during the period of non-compliance.

The Human Relations Commission is committed to diversity in the workforce. Thank you for your commitment to meeting your EEO responsibilities and for your interest in doing business with the City of Urbana. If you have any questions or concerns, please feel free to contact me at (217) 384-2455.

END.

<p align="center"> <b>CITY OF URBANA</b>  <b>HUMAN RELATIONS DIVISION</b>  <b>400 SOUTH VINE ST.</b>  <b>URBANA, ILLINOIS 61801</b>  <b>(217) 384-2455 (phone); 328-8288 (fax)</b>  <b>hro@urbanaininois.us</b> </p>	<b>Office Use Only (09/15)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification</b>	
	<b>Date:</b>	
<b>Certificate Expiration Date:</b>		

**EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM**

**Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.**

**Section I. Identification**

**1. Company Name and Address:**

Name: GRAMMARK, Inc.

d/b/a: ILLINI FS

Address: 1509 E University Ave

City/State/Zip: Urbana IL / 61802

Telephone Number(s) include area code: 309-557-6138

Check one of the following

Corporation	<input checked="" type="checkbox"/>	Partnership	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input type="checkbox"/>
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FEI Number: 37-0815318 Social Security Number: NA

**2. Name and Address of the Company's Principal Office (answer only if not the same as above)**

Name: GRAMMARK, Inc

Address: 1701 Towanda Ave.

City/State/Zip: Bloomington IL / 61701

**3. Major activity of your company (product or service):** Fuel

**4. Project on which your company is bidding:**

**5. City of Urbana contact staff assigned to contract:**

## SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?	X	
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: <u>Kristen Kubisch</u> Title: <u>AA I EEO Analyst</u> Telephone: <u>309-557-6138</u> Email: <u>KKUBSCH@GraumanEK.com</u>	X	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. <b>You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.</b>	X	
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? <b>You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.</b>	X	
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	X	
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	X	
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?	X	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		X
I.	Does the company have collective bargaining agreements with labor organizations?		X
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?	—	
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)	X	
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)	X	

— NA for this contract

## SECTION III. Employment Information

**IMPORTANT:** Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

**TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE**

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs	20	5	20	5	0	0	0	0	0	0	0	0
Professionals	5	2	5	2	0	0	0	0	0	0	0	0
Technicians	5	0	5	0	0	0	0	0	0	0	0	0
Sales Workers	34	1	34	1	0	0	0	0	0	0	0	0
Office & Clerical	5	15	4	15	0	0	1	0	0	0	0	0
Craft Workers (Skilled)	17	0	17	0	0	0	0	0	0	0	0	0
Operatives (Semi-Skilled)	56	1	55	1	1	0	0	0	0	0	0	0
Laborers (Unskilled)	15	2	13	2	1	0	0	0	0	0	1	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>157</b>	<b>26</b>	<b>153</b>	<b>26</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
M = MALE, Column B is sum of Rows D, F, H, J and L. F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
<b>Date of above Data:</b> <u>3/11/19</u>												

**TABLE B\* - EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT**

Job Categories	TOTAL EMPLOYEES		BLACK EMPLOYEES		HISPANIC EMPLOYEES		OTHER MINORITY EMPLOYEES	
	M	F	M	F	M	F	M	F
Officials & Mgrs	8	4	0	0	0	0	0	0
Professionals	2	2	0	0	0	0	0	0
Technicians	2	0	0	0	0	0	0	0
Sales Workers	5	0	0	0	0	0	0	0
Office & Clerical	2	5	0	0	0	0	0	0
Craft Workers (Skilled)	1	0	0	0	0	0	0	0
Operatives (Semi-Skilled)	9	0	1	0	0	0	0	0
Laborers (Unskilled)	3	1	1	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>32</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*Totals included in Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

For Contractors: Data provided in Table B will be verified by worksite inspections.

**TABLE C - WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT**

since 2/1/18

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs	1	2	0	0	2	1	0	0
Professionals	1	2	0	0	2	3	0	0
Technicians	0	0	0	0	0	0	0	0
Sales Workers	7	9	0	0	5	7	1	0
Office & Clerical	2	4	0	0	0	1	0	0
Craft Workers (Skilled)	0	0	0	0	0	0	0	0
Operatives (Semi-Skilled)	16	0	1	0	32	0	0	0
Laborers (Unskilled)	16	1	1	0	19	3	2	0
Service Workers	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>45</b>	<b>18</b>	<b>2</b>	<b>0</b>	<b>60</b>	<b>15</b>	<b>3</b>	<b>0</b>

## SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

Kristen J. Kubsch  
Signature

Kristen J. Kubsch  
Printed Name and Title

Affirmative Action / EEO Analyst

KKUBSCH@GRAMMAR.K.COM  
E-mail Address

3/11/19  
Date

## SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?

YES  NO

2. Have you enclosed your company's EEO statement?

YES  NO

3. Have you enclosed your company's Sexual Harassment policy?

YES  NO

# DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

## DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

**White (Not of Hispanic origin).** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black or African-American (Not of Hispanic origin).** All persons having origins in any of the Black racial groups of Africa.

**Hispanic or Latino.** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander.** All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

**American Indian or Alaskan Native.** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

## DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

**Officials and managers.** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.

**Professionals.** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

**Technicians.** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

**Sales.** Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

**Office and clerical.** Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

**Craft workers (skilled).** Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, composers and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

**Operatives (semiskilled).** Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milkers, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

**Laborers (unskilled).** Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

**Service workers.** Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Employment decisions at GROWMARK will be based on merit, qualifications, work history, abilities, and business needs in order to provide equal employment and advancement opportunities to all qualified individuals.

GROWMARK will not discriminate against any employee or applicant for employment because of the individual's race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, marital status, protected veteran status, or any other characteristic protected by applicable law. GROWMARK will recruit, hire, train and promote persons in all job titles, and ensure that all other personnel actions are administered, without regard to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, marital status, protected veteran status, or any other characteristic protected by applicable law and ensure that all employment decisions are based only on valid job requirements. The Company will comply with any and all state or federal laws or regulations pertaining to equal employment opportunity and affirmative action which are applicable to the Company or its employees, including any such laws that may arise because of the Company's contractual relations with the federal government or any state government, or divisions thereof.

The Company is a federal government contractor and is subject to Executive Order 11246, Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974 which require government contractors to take affirmative action to employ and advance in employment qualified minorities, women, persons with disabilities, and protected veterans. GROWMARK's affirmative action programs have the total support of its top management and the Company's Board of Directors.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities in good faith:

- 1) Filing a complaint of discrimination or harassment;
- 2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), or any other federal, state, or local law requiring equal opportunity;
- 3) Opposing any act or practice made unlawful by the above laws or regulations; or
- 4) Exercising any other right protected by the above laws or regulations.

As required by federal law, the Company has developed written Affirmative Action Plans for minorities, women, people with disabilities, and protected veterans. These Affirmative Action Plans include audit and reporting systems that, among other things, measure the effectiveness of the programs. The Affirmative Action Plans for people with disabilities and protected veterans (excluding certain data metrics per federal regulations) are available for review by employees and applicants during regular business hours by contacting the Company's human resources department. The Company's Senior Manager, Talent Acquisition, Aubrey Freitag, is responsible for implementation of the Affirmative Action Programs.

With this policy statement, I am reaffirming my and the Company's support for our equal opportunity and affirmative action programs and reminding all employees of the expectation that they comply with these policies at all times.

  
\_\_\_\_\_  
Jim Spradlin  
Chief Executive Officer  
September 1, 2017



## Fair Employment

Unlawful treatment of any kind is not acceptable at the Company. No Company employee will be subjected to discrimination, harassment or retaliation by any other Company employee.

## Equal Employment Opportunity

The Company will not discriminate against any employee or applicant for employment because of race, color, sex, sexual orientation, gender, pregnancy (including childbirth, breast feeding or related medical conditions), gender identity or expression, age, religion, national origin, ancestry, mental or physical disability, marital status, veteran status, genetic information or any other characteristic protected by applicable law. Additionally, the Company will take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to any characteristic protected by applicable law. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

All employees share in the responsibility for assuring that by their personal actions, the Company's Fair Employment, Equal Employment Opportunity and Non-Discrimination, Anti-Harassment/Sexual Harassment and Anti-Retaliation policies are effective and apply uniformly to everyone. Any employees, including managers, who are found to have engaged in discriminatory, harassing or retaliatory practices will be subject to disciplinary action, up to and including termination of employment.

## Compliance Program

The Company's Compliance Program and Code of Conduct reaffirms the Company's policy of conducting its business both legally and ethically. The Code of Conduct standards apply to all of the Company's businesses and include the expectation that those acting on its behalf will comply with the law. These standards also refer employees to more complete the Company's policies on matters such as intellectual property, antitrust, accounting, etc., through cross-references and computer links on the Company Intranet via <https://central.growmark.com>

The full text of the Code of Conduct may be found at:

[https://central.growmark.com/human-resources/compliance/Documents/Compliance\\_Program\\_Full.pdf](https://central.growmark.com/human-resources/compliance/Documents/Compliance_Program_Full.pdf)

A summary of the Code of Conduct is available at:

[https://central.growmark.com/human-resources/compliance/Documents/Compliance\\_Program\\_Summary.pdf](https://central.growmark.com/human-resources/compliance/Documents/Compliance_Program_Summary.pdf)

It is a condition of employment that all the Company employees must be familiar with and comply with the Compliance Program and Code of Conduct in the discharge of their duties. Employees also will be asked to execute an acknowledgement of compliance annually which will be maintained in employees' employee files.

## Non-Discrimination, Anti-Harassment/Sexual Harassment and Anti-Retaliation

All employees have an opportunity to work in an environment free of discrimination, particularly discrimination against an individual because of the individual's race, color, sex, sexual orientation, gender, gender identity or expression, pregnancy (including childbirth, breast feeding or related medical conditions), age, religion, national origin, ancestry, physical or mental disability, marital status, military status, genetic information or any other characteristic protected by applicable law. The Company does not tolerate harassment or discrimination in any form against any group. The Company values and respects all of our employees and visitors and all employees are responsible for assuring that the Company and each of its facilities are free from harassment and discrimination. Inappropriate or offensive behavior, actions, words, jokes or comments based on an individual's race, color, sex, sexual orientation, gender, gender identity or expression, pregnancy (including childbirth, breast feeding or related medical conditions), age, religion, national origin, ancestry, physical or mental disability, marital status, military status, genetic information or any other characteristic protected by applicable law will not be tolerated and may constitute harassment or discrimination. The Company will take affirmative steps to end any such conduct, up to and including termination. Retaliation against an employee for engaging in legally protected activity is strictly prohibited.

The Company also prohibits harassment in any form, including sexual harassment, because of an employee's race, color, sex, sexual orientation, gender, gender identity or expression, pregnancy (including childbirth, breast feeding or related medical conditions), age, religion, national origin, ancestry, physical or mental disability, marital status, military status, genetic information or any other characteristic protected by applicable law. Harassment of applicants for employment, vendors, suppliers, members, visitors and/or outsiders who may have business with the Company also is prohibited.

Harassment is verbal or physical conduct by an employee or any individual (including applicants for employment, vendors, suppliers, members, visitors and/or outsiders who may have business with the Company) that denigrates or shows hostility or aversion toward an employee because of race, color, sex, sexual orientation, gender, gender identity or expression, pregnancy (including childbirth, breast feeding

or related medical conditions), age, religion, national origin, ancestry, physical or mental disability, marital status, military status, genetic information or any other characteristic protected by applicable law, that:

1. has the purpose or effect of creating an intimidating, hostile, abusive or offensive working environment; or
2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's work performance.

This includes acts that are intended to be "jokes" or "pranks" but that are hostile or demeaning with regard to race, color, sex, sexual orientation, gender, gender identity or expression, pregnancy (including childbirth, breast feeding or related medical conditions), age, religion, national origin, ancestry, physical or mental disability, marital status, military status, genetic information or any other characteristic protected by applicable law.

Sexual harassment, in particular, includes unwelcome sexual advances, sexual jokes or comments, requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made, either explicitly or implicitly, a condition of employment; or
2. submission to or rejection of such conduct is used as a basis for employment-related decisions such as promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment, or any other condition of employment or career development; or
3. such conduct otherwise unreasonably interferes with work performance or creates an intimidating, abusive or offensive working environment.

Sexual harassment can take many forms. Sexual harassment may be verbal (examples include: sexual innuendo, suggestive comments, insults, humor or jokes about sex or a person's anatomy, or sexual propositions), non-verbal (examples include: suggestive or insulting sounds, leering, or obscene gestures), visual (examples include: posters, signs or slogans of a sexual nature), and physical (examples include: touching, unwelcome hugging, kissing, pinching or brushing of the body). It is against the Company policy and applicable law for any employee to engage in sexual harassment. As part of this policy, no employee or other individual (including applicants for employment, vendors, suppliers, members, visitors and/or outsiders who may have business with the Company) may sexually harass any Company employee.

No employee will suffer adverse employment consequences as a result of making a good faith complaint or taking part in the investigation of a complaint.

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action, up to and including termination of employment.

## Employee Report / Investigations / No Retaliation

If employees have a complaint of harassment or discrimination at work by anyone, including managers, coworkers, vendors, suppliers, members, visitors and/or outsiders, they must report the complaint. It is the obligation of all employees to report any and all known or perceived harassment or discrimination to their supervisor, manager, other members of management, the Company Human Resources Division or to the Company Compliance Officer. It is required that employees cooperate with and provide the Company an opportunity to investigate and resolve workplace concerns. Employees are encouraged to use the chain of command, but are not required to speak to their manager prior to contacting the other individuals listed above.

Employees will not be retaliated against for using this policy in good faith or for engaging in legally protected activity. Any employee found to have retaliated against an employee who has used this policy in good faith or engaged in legally protected activity will be subject to disciplinary action, up to and including termination. It is the obligation of all employees to report any and all known or perceived retaliation to their supervisor, manager, other members of management, Human Resources or to the Compliance Officer. Employees are encouraged to use the chain of command, but are not required to speak to their manager prior to contacting the other individuals listed above.

All complaints will be investigated in a timely manner, and as far as a complete investigation allows, will be kept confidential to the greatest extent possible. Complete confidentiality, however, cannot be promised. If the Company determines that harassment, discrimination or retaliation has occurred, any employee who has engaged in such prohibited acts or behaviors will be issued appropriate disciplinary action, which may include termination of employment.