

II. POLICY STATEMENT

TO: ALL EMPLOYEES AND APPLICANTS

FROM: Nina Baker, President/Chief Executive Officer

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Company is an affirmative action and equal opportunity employer. In order to provide all employees and applicants for employment with equal employment opportunities, we will make good faith efforts to:

1. Recruit, hire, assign, train and promote persons in all job categories without regard to race, religion, color, national origin, citizenship, gender, sexual orientation, gender identity, veteran's status, age, or disability.
2. Administer all other personnel actions, such as compensation, benefits, discharges, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs without regard to race, religion, color, national origin, citizenship, gender, sexual orientation, gender identity, veteran's status, age or disability and to further the principle of equal employment opportunity.
3. Seek out qualified applicants without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, veteran's status, age or disability when hiring or promoting persons to fill positions in job categories where females, minorities, disabled individuals or veterans are underutilized.
4. Make promotional decisions in accordance with principles of equal employment opportunity and use only valid requirements for promotional opportunities.
5. Maintain a reporting and monitoring procedure which reviews on a regular basis progress toward minority and female employment goals. This includes evaluating data on new hires, transfers, promotions and current employment.

I have appointed VP/Human Resources, Becky Anthony, to take on the responsibilities of EEO Coordinator. As EEO Coordinator, she will be responsible for the day-to-day implementation and monitoring of this Plan, and will periodically analyze the Company's personnel efforts to insure compliance with our Affirmative Action and Equal Employment Opportunity Policies.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to be considered under these Plans, please see Becky Anthony.

I have reviewed and fully endorse our Affirmative Action and Equal Employment Opportunity program. In closing, I ask the continued assistance and support of all of the Company's personnel to attain our objective of equal employment opportunity for all.

EXHIBIT A

TO: ALL EMPLOYEES AND APPLICANTS

FROM: NINA BAKER, PRESIDENT/CHIEF EXECUTIVE OFFICER

**Affirmative Action and Equal Employment Opportunity Policy Statement
for Individuals with a Disability, Disabled Veterans, Recently Separated Veterans, Active Duty Wartime or
Campaign Badge Veterans, Armed Forces Service Medal Veterans and Pre-JVA Veterans**

The Company is an affirmative action and equal employment opportunity employer. In order to provide all individuals with a disability and protected veteran employees and applicants for employment with equal employment opportunities, we shall:

1. Recruit, hire, train and promote persons in all job titles and ensure that all other personnel actions are administered without regard to disability or veteran status;
2. The Company will ensure that all employment decisions are based only upon valid job requirements; and
3. The Company will ensure that employees are not subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in any of the following activities:
 - a. Filing a complaint;
 - b. Assisting or participating in an investigation, compliance review, hearing or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973, as amended ("section 503") or section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act ("VEVRAA") or any other Federal, State, or local law requiring equal opportunity for disabled persons (*i.e.*, Veterans Employment Opportunities Act of 1998 and Veterans Benefits and Health Care Improvement Act);
 - c. Opposing any act or practice made unlawful by section 503, VEVRAA or their implementing regulations in this part or any other Federal, State or local law requiring equal opportunity for disabled persons; or
 - d. Exercising any other right protected by section 503, VEVRAA or their implementing regulations in this part.

I have appointed Becky Anthony to take on the responsibilities of EEO Coordinator. As EEO Coordinator, she will be responsible for the day to day implementation and monitoring of this Affirmative Action Plan, and will periodically analyze the Company's personnel efforts to ensure compliance with our Affirmative Action and Equal Employment Opportunity Policy.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to be considered under our Affirmative Action Plan, please see Becky Anthony. You may review a copy of the Affirmative Action Plan for Protected Veterans and Individuals with Disabilities in the Human Resources Department. I have reviewed and fully endorsed our Affirmative Action and Equal Employment Opportunity program. In closing, I ask the continued assistance and support of all of the Company's personnel to attain our objective of equal employment opportunity for all.

ProFed 2024 Affirmative Action Plan for Protected Veterans and Individuals with Disabilities