



## AAP POLICY STATEMENT

It is the policy of Wayne Brothers, Inc. to provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a special disabled veteran or other protected veteran. In this regard, the Company shall:

1. Recruit, hire, train, and promote persons in all job titles, without regard to race, color, religion, sex, national origin, age (except where sex or age is a bona fide occupational qualification), physical or mental disability, or status as a special disabled veteran or other protected veteran.
2. Base employment decisions so as to further the principle of equal employment opportunity.
3. Ensure that promotion and transfer decisions are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotion and transfer opportunities.
4. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, Company-sponsored training, education, tuition assistance, social and recreational programs, will be administered without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a special disabled veteran or other protected veteran.
5. Ensure that a reasonable accommodation is sought to the religious beliefs of all employees.

This policy is periodically brought to the attention of the supervisory work force. To ensure effective implementation of this policy, overall responsibility for its success has been assigned to the Director of Human Resources. However, it remains the responsibility of all supervisors to ensure the affirmative implementation of this policy. The Director of Human Resources will be happy to review this policy with employees in his office during regular business hours.

Director of Human Resources