

## EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of latric Manufacturing Solutions to provide equal employment opportunity to all individuals regardless of their race, creed, color, religion, sex, age, national origin, disabilities, protected veteran status, military status, genetic information, marital status, sexual orientation, gender identify, citizenship, ancestry, arrest/conviction records, civil union/domestic partner status or any other characteristic protected by state or federal law. latric Manufacturing Solutions will not discharge or, in any other manner, discriminate against employees or applicants because they have inquired about, discussed, or disclosed their pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. We are strongly committed to this policy and believe in the concept and spirit of the law.

latric Manufacturing Solutions is further committed to ensuring that employment decisions are based on valid job requirements. In addition, all employment decisions, such as recruiting, hiring, training, promotion, compensation, benefits, transfers, layoffs, and termination, are provided fairly to all persons on an equal opportunity basis without discrimination on the basis of protected categories named above.

latric Manufacturing Solutions will not tolerate associates and applicants to be subjected to harassment, intimidation, threats, coercion, or discrimination because they have exercised any right protected by law or because they opposed any act deemed unlawful.

latric Manufacturing Solutions believes in and practices equal opportunity and affirmative action. The General Manager of latric Manufacturing Solutions, Wayne Alexander, supports this affirmative action program and has appointed Rebecca Williams-Lencho, Acting Human Resources Manager as the latric Manufacturing Solutions Equal Opportunity Coordinator. As Equal Opportunity Coordinator, Rebecca is responsible for ensuring compliance with this Policy. latric Manufacturing Solutions maintains Affirmative Action Plans for minorities, females, disabled individuals, and protected veterans. To view the affirmative action plan for individuals with disabilities and protected veterans or to ask questions regarding these plans or the company's equal opportunity policy, please contact the EEO Coordinator, who is responsible for implementing the plan, during regular business hours. All associates are responsible for supporting the concept of equal opportunity and affirmative action and assisting latric Manufacturing Solutions in meeting its objectives.

Wayne Alexander

General Manager

latric Manufacturing Solutions

January 1, 2025



## **Policy Prohibiting Harassment**

January 1, 2025

latric Manufacturing Solutions strongly disapproves of and does not tolerate unlawful harassment of any associate by anyone, including supervisors, co-workers, or visitors (e.g., vendors, customers, sales representatives, and job applicants). The company is committed to maintaining a workplace free of unlawful harassment, and all associates are in turn, responsible for assuring that the workplace is free from unlawful harassment.

Workplace harassment and bullying are generally defined as verbal or physical conduct designed to threaten, intimidate, belittle, bully or coerce that, in the employee's opinion, impairs his or her ability to perform his or her job. Iatric Manufacturing Solutions provides ongoing harassment training to ensure employees have an opportunity to work in an environment free of sexual and other harassment. Common courtesy and decency dictate that we treat each other with respect in the workplace.

This policy is not limited to sexual harassment. In addition, it prohibits harassment based on race, color, ethnicity/national origin, age, religion, veteran status, disability, sexual orientation, genetic information, gender identity, or based on any other legally protected characteristic.

With respect to sexual harassment, all associates must avoid any action or conduct which could be viewed as sexual harassment, including unwelcome sexual advances, unwelcome physical contact of a sexual nature, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature. All associates must avoid any actions which unreasonably interfere with an individual's work performance or create a sexually intimidating, hostile or offensive work environment.

Other examples of prohibited conduct include, but are not limited to, conditioning employment decisions on an associate's submission to sexual conduct; lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; derogatory or abusive comments, slurs, and other verbal or graphic conduct relating to an individual's sex, body or physical appearance; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons.

Any associate who believes he or she has been subjected to sexual or other unlawful harassment, or who has knowledge of any such harassment in the workplace, is strongly encouraged to bring the problem immediately to the attention of the Human Resources Department, or to a company officer. Associates can rest assured that there will be no retaliation against anyone for filing a harassment complaint in good faith, nor will there be retaliation against anyone who participates and cooperates in an investigation.

All complaints will be promptly and carefully investigated in confidence. All associates should be aware that the privacy of the charging party, the person accused of harassment, and persons interviewed in connection with the charges, will be preserved as much as possible, but latric Manufacturing Solutions must reveal the circumstances of the complaint to the extent necessary to investigate it.

latric Manufacturing Solutions requires the full cooperation of all associates in its investigation of all such complaints. Failure to cooperate in an investigation will subject an associate to disciplinary action. latric Manufacturing Solutions will take appropriate corrective action, including disciplinary measures when justified, to remedy all violations of this policy.

Wayne Alexander General Manager

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