

Statement of Recruiting, Employment, and Promotion Policies

It is our policy and practice to recruit, employ, and promote qualified applicants without regard to their race, color, religion, sex, age, national origin, and without regard to any other characteristics which are not related to work performance or which may not lawfully be taken into account under federal, state, or local fair employment laws and regulations.

Working Environment Principles

Our working environment is shaped by certain principles. Employees who agree with these principles are likely to find their employment a satisfying experience. Among other things, we intend to:

- Conduct our business guided by our Four Objectives and Vision Statement.
- Recognize the dignity and worth of every individual regardless of rank, title or assignment.
- Respect the sanctity of life.
- Require employees to attend work, free from the influence of alcohol and illegal drugs.
- Provide a "smoke free" work place, wherever possible.
- Encourage temperance and civility in the use of language.
- Encourage personal habits and lifestyles which reduce significant risk of disease, illness or injury for the employee and his or her fellow employees.
- Require respect for people and property.
- Expect employees to conduct themselves in the best interest of our customers and fellow employees and consistent with all applicable laws.

Acknowledgement:

I have read the foregoing Working Environment Principles. I understand the Statement and I have no reason to believe that, if employed, I will have any conflicts with any of these principles.

Signature of Applicant

Date

