

## **Traylor Bros., Inc.**

### **Equal Employment Opportunity Policy**

**8/2016**

#### **Policy Statement**

The Company's Equal Employment Opportunity (EEO) Policy reaffirms the commitment of Traylor Bros., Inc. to provide equal employment opportunities for all employees and qualified job applicants while employing only United States citizens and those registered aliens who are authorized to work in the United States. The Company endorses and will follow our EEO Policy in implementing all employment practices, policies, and procedures.

Traylor Bros., Inc. is an Equal Opportunity Employer. Traylor will recruit, hire, train, and promote qualified persons in all job titles without regard to race, color, religion, national origin, veteran status, sex, sexual orientation, gender identity, age, genetic information, pregnancy, disability, protected activity, or other non-merit factors. The Company will make employment decisions so as to further the principle of equal employment opportunity. The Company will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and nondiscriminatory requirements for promotional opportunities. The Company also will ensure that all personnel decisions and actions, including but not limited to 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; as well as benefits, transfers, promotions, returns from layoff, discipline, Company sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to race, color, religion, national origin, veteran status, sex, sexual orientation, gender identity, age, genetic information, pregnancy, disability, protected activity, or other non-merit factors. The Company will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. Additionally, in accordance with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Company prohibits employment discrimination against, and is committed to affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

No applicant or employee will be discriminated against or treated unfavorably because of race, color, religion, national origin, veteran status, sex, sexual orientation, gender identity, age, genetic information, pregnancy, disability, protected activity, or other non-merit factors. All Company policies and procedures will be regularly reviewed to assure their full adherence to our equal employment opportunity objectives.

Any person who is aware of any alleged violation of this policy should report such concerns as soon as possible to: (a) the worksite EEO Officer; (b) the Company EEO Officer, George Cunningham, at (562) 264-2500, [gcunningham@traylor.com](mailto:gcunningham@traylor.com), 3050 E. Airport Way, Long Beach, CA 90806; or (c) Human Resources at (812) 477-1542. Individuals may report matters anonymously by calling the Company's toll-free report hotline at (866) 895-1491 or by submitting a report via the web to Ethical Advocate, the Company's third-party reporting center, at: <https://traylor.ethicaladvocate.com>. The Company will

thoroughly investigate and promptly resolve all such complaints in strict compliance with all applicable laws. Any employee violating this policy or retaliating in any way against complainants will be subject to discipline, up to and including termination of employment.

All employees are expected to comply with our EEO Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting our equal employment opportunity objectives and their overall performance will be evaluated accordingly.