

Equal Employment Opportunity

The Company is an Equal Employment Opportunity (EEO) Employer. In order to provide equal employment and advancement opportunities to all employees and applicants for employment in accordance with all applicable laws, such opportunities and employment decisions at the Company will be based on merit, qualifications and abilities. It is the policy of the Company to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, ancestry, citizenship status, language, religion, sex, pregnancy, age, disability (mental or physical), genetic information, veteran status, military status, unfavorable military discharge, marital status, arrest record, sexual orientation (including gender-related identity), arrest records which did not result in a conviction and/or expunged criminal records, sexual or domestic violence victim status, order of protection status, retaliation (for opposing unlawful discrimination), coercion/aiding and abetting (helping or forcing a person to commit unlawful discrimination based upon any of the categories listed), or status as disabled veteran, any other characteristic protected by applicable local, state or federal laws. The Company prohibits any such discrimination or harassment.

The Company's commitment to providing equal employment opportunities to qualified individuals with disabilities includes (unless it would cause an undue hardship) providing reasonable accommodations. In general, it is the employee's responsibility to notify the Company of the need for an accommodation. Any employee who feels they need an accommodation should notify a member of the Human Resources staff. The Human Resources staff will engage in an interactive process with the employee in order to evaluate potential accommodations and ultimately determine whether the Company can make a reasonable accommodation under the guidelines established by federal and Illinois law. The company also maintains a current Affirmative Action Plan and procedure acceptable to federal and state agencies. Such plan includes corrective measures to be applied as needed to implement our stated policy, and also includes stated goals and progress towards achieving the same.

All employees are responsible for compliance with our EEO policy. The Company has designated the Human Resources Manager to monitor all employment related activity and insure that all employees adhere to the Company's EEO policy.

If any employee has a question, concern, suggestion, problem or complaint with regard to equal employment or equality in the workplace, that employee should contact the Human Resources Manager. Employees may raise concerns, file complaints or make reports without fear of reprisal. Further, should if any employee observes or hears of any problem or complaint with regard to equal employment, the employee must report the problem or complaint to their immediate manager, supervisor or the Human Resources Manager. Supervisors or managers who receive any complaint or information from employees are required to report the same to the Human Resources Manager.