

# CHAPTER 1

## EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

January 1, 2015


Federal and state laws prohibit employment discrimination. As the Executive Management Team of SKC Communication Products, we are committed to the principles and practices of equal employment opportunity and reaffirm our intent to comply with federal, state, and local laws and regulations prohibiting discrimination on the basis of race, color, age, religion, sex, gender identity, transgender status, national origin, ancestry, disability, genetics, protected veteran status, or any other protected classes. Our intent is to ensure that personnel actions are administered in compliance with these laws and in conformance with our Affirmative Action Program (AAP). Personnel actions include, but are not limited to: employment, promotion, transfer, recruitment or recruitment advertising, layoff or termination, recall from layoffs, company-sponsored educational, social, and recreational programs, benefits, rates of pay or other forms of compensation, and training.

Kendra Hansen Best, our HR Manager and EEO Coordinator, is responsible for the implementation and administration of the AAP. With the cooperation and assistance of appropriate staff and operating personnel, the HR Manager/EEO Coordinator will monitor the company's performance and report the results to the Executive Management Team. Data may include outside hires, promotions, transfers, terminations, identification of problem areas and, if necessary, a recommended plan of action. Any employee who has a question regarding our AAP may discuss the matter with Kendra Hansen Best at 913-543-7205.

The Affirmative Action Program for Individuals with Disabilities and Protected Veterans is available for review by any employee or applicant for employment during normal business hours by contacting the HR Manager/ EEO Coordinator at the above number.

Discrimination on-premises or on-the-job will not be tolerated. Employees of, and applicants to, SKC Communication Products will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have filed a complaint, assisted in a review, investigation, or hearing, or have otherwise sought to obtain their legal rights related to any federal, state, or local law regarding equal employment opportunity. Personnel found guilty of violating this directive will be subject to discipline and possible termination.

I ask your continued support in attaining SKC Communication Products' objective of equal employment opportunity.

  
Jill Phillips & Tray Vedock  
Executive Management Team