

# **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT**

August 1, 2013

Crown Management Services, Inc. (Crown) believes in the principle and practice of equal employment opportunity. This facility reaffirms its intent to comply with federal, state, and local laws and regulations prohibiting discrimination on the basis of race, color, age, religion, sex, citizenship, national origin, ancestry, genetic information, disability, status as a protected veteran, or any other protected classes. Our intent is to insure that personnel actions are administered in compliance with these laws and in conformance with our Affirmative Action Program. Personnel actions include, but are not limited to: employment, promotion, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and training.

Rick Hamlin, our VP Operations and EEO Officer, is responsible for the administration of the Affirmative Action Program. The VP Operations/EEO Officer will also be responsible for the preparation and submittal to me of data regarding outside hires, promotions, transfers, terminations, identification of problem areas, and if necessary, a recommended plan of action.

Discrimination on-premises or on-the-job will not be tolerated. Personnel found guilty of violating this directive will be subject to discipline and possible termination. Any employee who has a question regarding our Affirmative Action Program may discuss the matter with Rick Hamlin at need 850-438-7578.

Any employee or applicant who wishes to review the affirmative action plans for veterans and individuals with disabilities may contact Rick Hamlin and arrange a meeting during normal business hours.

I ask your continued support in attaining Crown's objective of equal employment opportunity.

Donald Haferkamp  
President