



## Ellison Surface Technologies

### **Policy Statement of Equal Employment Regarding Individuals With Disabilities and Protected Veterans**

As Director and CEO of Ellison Surface Technologies (the “Company”), I am committed to the principles of affirmative action and equal employment opportunity for individuals with disabilities and protected veterans. Therefore, it is the policy of the Company not to discriminate on the basis of disability or protected veteran status and to take affirmative action to employ and advance in employment qualified individuals with disabilities and disabled veterans, active duty wartime or campaign badge veterans, Armed Forces serve medal veterans, recently separated veterans, or pre-JVA veterans (“qualified protected veterans”) at all levels within the Company.

The Company will ensure that all employment actions, including but not limited to recruitment, hiring, upgrading, selection for training (including apprenticeships), promotion, transfer, demotion, layoff, discipline, recall, leaves of absence, benefits, and rate of pay or other forms of compensation, will be administered without regard to disability or protected veteran status. The Company will also provide qualified applicants and employees with disabilities, including disabled veterans, with needed reasonable accommodations, unless doing so would result in an undue hardship, and will ensure that all employment decisions are based only on valid job requirements.

The Company prohibits harassment of employees and applicants on the basis of disability or because they are qualified protected veterans and will conduct training to try to prevent any harassment or discrimination before it occurs. The Company also prohibits retaliation or punishment against employees and applicants for filing a complaint; opposing any discriminatory act or practice; assisting or participating in any manner in a review, investigation, or hearing regarding the Company’s employment practices; or otherwise seeking to obtain their legal rights under any federal, state, or local law requiring equal employment opportunity for individuals with disabilities or for qualified protected veterans. Prohibited retaliation includes, but is not limited to harassment, intimidation, threats, coercion, or other adverse actions that might dissuade someone from asserting their rights.

In furtherance of the Company’s policy regarding affirmative action and equal employment opportunity, the Company has developed a written Affirmative Action Program (AAP) that sets forth the policies, practices, and procedures the Company is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This AAP is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the Human Resources Department.

In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the Company, I have designated the Company’s VP of Administration, Greg Dolby, as the Affirmative Action Officer for the Company. The Affirmative Action Officer will establish and maintain an internal audit and reporting system that will track and measure the effectiveness of the Company’s AAP and show where additional action is needed to meet the Company’s objectives.

A handwritten signature in blue ink, appearing to read 'A. Ellison', is written over a horizontal line.

Andrew Ellison  
Director & CEO, Ellison Surface Technologies