

## **Equal Employment Opportunity And Affirmative Action Policy**

JMG is proud to confirm our long-standing commitment to providing equal employment opportunities, including to recruit, hire, upgrade, train, and promote our employees in all job classifications without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, disability, genetic information, military membership or veteran status.

Pursuant to this commitment, JMG shall ensure that all personnel actions such as compensation, benefits, layoffs, recalls from layoff, Company-sponsored training, and social and recreational programs shall be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, military membership, veteran status, genetic information, or disability, except where an accommodation is unavailable and/or it is a bona fide occupational qualification.

JMG shall base employment decisions on the principles of equal employment opportunity and with the intent to further the Company's commitment to affirmative action and equal employment opportunity. At no time will a covered employee, or covered applicant for employment, who exercises his or her rights pursuant the Company's Affirmative Action Policy be subject to discipline, or have his or her opportunities for employment adversely affected.

JMG shall take appropriate affirmative action to ensure that qualified minority group individuals, females, special disabled veterans, all other covered veterans, and individuals with disabilities are introduced into our workforce, are encouraged to aspire for promotion, and are considered as promotional opportunities arise.

JMG invites any employee or applicant for employment to review pertinent components of our written Affirmative Action Programs. These programs are available for inspection upon request in the Human Resources Department. Questions may be directed to me, your manager, or our Human Resources Department.

Applicants are encouraged to identify their race and gender as part of our government reporting procedures. This self-identification is strictly confidential and voluntary, and will not result in retaliation or adverse action of any sort.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act or 1974 (VEVRAA), or any other federal, state or local law requiring equal opportunity for disabled individuals, disabled veterans or other covered veterans; or (3) opposing any act or practice made unlawful by Section 503, VEVRAA or its implementing regulations in this part or any other federal, state or local law requiring equal opportunity for disabled individuals, disabled veterans or other covered veterans; or (4) exercising any other right protected by Section 503 or its implementing regulations in this part or any other right protected by VEVRAA or its implementing regulations in this part.

This policy has my full endorsement and personal support, and that of our executive leaders. I appreciate your full support and assistance as well.

**Craig Larrabee**  
President