



COMPANY CONDUCT

Equal Employment Opportunity/Affirmative Action

It is the policy and intent of the Company to provide equal opportunity to all, and to prohibit discrimination because of race, color, religion, age, national origin, gender, sexual orientation, gender identity, genetic information, marital status, disability status or veteran status. The Company will also abide by state and national prohibitions against other forms of discrimination not specifically mentioned here in every location where it has facilities.

This policy applies to all phases of the personnel process including recruitment, hiring, placement, training, promotion, transfer, benefits, compensation, Company-sponsored social activity, termination, layoff, recall, leaves of absence and all other employment terms and conditions. This policy applies to all locations and to the use of all facilities of the Company. Further provisions of the Company's policy are described below:

1. The Company's employment opportunities are and shall be open to all qualified applicants solely on the basis of their experience, aptitudes and abilities.
2. Advancement in the Company will continue to be based entirely on the individual's achievement, performance, ability and potential for promotion.
3. All Company programs, benefits and Company-sponsored activities will continue to be administered without regard to race, color, religion, age, national origin, gender, sexual orientation, gender identity, genetic information, marital status, disability status or veteran status.
4. All employment advertising will continue to reflect the Company's policy of equal employment opportunity.

Americans with Disabilities Act(ADA) and the ADA Amendments Act(ADAAA)

The Americans with Disabilities Act(ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. It is the policy of S.C. Swiderski, LLC. to comply with all federal and state laws concerning the employment of persons with

disabilities and to act in accordance with the regulations and guidance issued by the Equal Employment Opportunity Commission(EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the company. Contact the Human Resource department with any questions or requests for accommodation.