

101 EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION POLICY

To give equal employment and advancement opportunities to all people, we make employment decisions at Penn United based on each person's performance, qualifications, and abilities. Penn United does not discriminate in employment opportunities or practices on the basis of race, color, religion, genetic information, disability, sex, sexual orientation, gender identity, national origin, creed, ancestry, age, military status, protected veteran status, or status in any other group protected by federal, state, and local law.

The policy applies to all areas of employment, including recruiting, hiring, training and development, promotion, transfer, termination, layoff, compensation and benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

Penn United is a federal contractor or subcontractor and as such, is an affirmative action employer. Penn United, is committed to equal employment opportunity and to the principles of affirmative action. Due to this commitment the President has designated the Human Resources Manager as the EEO/Affirmative Action Plan Administrator. This role has the responsibility for monitoring and enforcing EEO/Affirmative Action throughout all levels of the organization and establishing and maintaining independent audits and reporting to allow for effective measurements of this program.

The EEO/Affirmative Action Plan for Minorities, Females, Protected Veterans, and the Disabled was developed to set the policies, practices, and procedures to ensure nondiscrimination and affirmative action for qualified individuals. The EEO/Affirmative Action Plan is located in the Human Resources Department and relevant portions may be viewed by employee-owners and applicants during regular business hours by contacting Human Resources.

Employee-owners and applicants will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in filing a complaint, assisting or participating in an investigation, or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973, as amended; or by exercising any other right protected by federal, state or local laws.

Complaints of discrimination or harassment will be taken seriously, investigated promptly and handled appropriately. If you believe you have been subjected to any perceived form of discrimination, or if you are aware of an incident of perceived discrimination involving another individual, please contact the Human Resources Manager so that an appropriate investigation may be conducted. The rights to confidentiality will be respected consistent with the company's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

You will not be punished, retaliated against or penalized in any way for asking questions or making a complaint or report regarding discriminatory conduct. Anyone who violates this policy will be subject to disciplinary action, up to and including termination of employment.

EEO/AA/F/M/Vets/Disabled