

## **EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION PROGRAM STATEMENT OF POLICY**

Harrisburg Dairies was built on the principles of teamwork and equal opportunity. We are committed to a program of equal employment opportunity without discrimination based on race, ethnicity, color, national origin, ancestry, citizenship, sex, religion, age (40 and above), sexual orientation, veteran or military status, mental or physical disability, genetic testing/history, pregnancy, or any other personal characteristic protected by law. It is our policy not merely to refrain from employment discrimination as required by the various federal, state, and local enactments, but to take positive affirmative action to realize for women, people of color, individuals with disabilities and protected veterans full equal employment opportunity.

Consistent with Executive Order 11246, Section 504 of the Rehabilitation Act of 1973, and the Vietnam Era Veterans Readjustment Assistance Act of 1974, Harrisburg Dairies will take affirmative action on behalf of women, people of color, individuals with disabilities, and protected veterans to actively recruit and place qualified members of these groups for employment with the Company. These actions will be undertaken in support of the Company's Affirmative Action Plan.

In furtherance of this policy, Harrisburg Dairies will:

1. Recruit, hire, train and promote persons of all job classifications based on job-related requirements, without regard to race, ethnicity, color, religion, gender, national origin or other protected characteristics.
2. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoff, leaves, and Harrisburg Dairies-sponsored training, education, social and recreation programs will be administered without regard to race, ethnicity, color, religion, gender, age, national origin, sexual orientation, disability or veteran status, or other protected status.
3. Take affirmative action on behalf of women, minorities, individuals with disabilities and protected veterans to actively recruit and place qualified members of these groups for employment with Harrisburg Dairies;
4. Provide for the prompt, thorough, and impartial consideration of all complaints.
5. Identify and analyze problem areas in employment of women, minorities, protected veterans and individuals with disabilities and establish procedures for the elimination of such deficiencies; provide a program of action toward these ends and timetables for the achievement of equal employment opportunity in accordance with the spirit of the law.
6. Take affirmative action to eliminate problem areas and to achieve certain goals, and continually measure, record, and report on progress toward their realization.

### **Reasonable Accommodations**

Consistent with our equal opportunity policy, Harrisburg Dairies will provide reasonable accommodations for qualified individuals with disabilities in accordance with the Americans with Disabilities Act, as amended, and Section 503 of the Rehabilitation Act unless such accommodation would cause an undue hardship for the Company.

Harrisburg Dairies will also provide a reasonable accommodation of an employee's religious beliefs and practices provided such expression does not create a hostile work environment for other employees or create an undue hardship for the Company. To further discuss these issues or request a reasonable accommodation, feel free to contact the Equal Opportunity Officer in confidence.

### **Responsibilities**

Matthew B. Zehring, VP of Operations, has the role of the Equal Opportunity Officer and is responsible, among other duties, for designing and implementing an internal audit and report system that will:

- i. Indicate the need for remedial action, if any;
- ii. Measure the effectiveness of Harrisburg Dairies' program;
- iii. Determine the degree to which Harrisburg Dairies' goal and objectives have been achieved

The President fully supports the Affirmative Action Program and directs the responsibility of all those with supervisory responsibility to seek to achieve the stated aims of this program. Moreover, it is the responsibility of every member of our staff to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of work life at Harrisburg Dairies. You have a continuing responsibility to comply with this policy, including ensuring that equal employment principles are practiced. Harrisburg Dairies will take action to ensure that discrimination is prevented and/or corrected. If you are found to have violated the Company's discrimination policy, you will be subject to disciplinary action and/or termination, depending on our interpretation of the severity of the situation.

If you need assistance in clarification or resolution of EEO matters or are interested in reviewing the Affirmative Action Plan for Individuals with Disabilities and Covered Veterans, please contact Matthew Zehring, Jr. during regular working hours. If you would like to be considered under our Affirmative Action Plans for Employees with Disabilities and Covered Veterans, please indicate this to your supervisor, or to the Human Resources Office. Submission of this information is voluntary and refusal to provide it will not subject you to adverse treatment. Information submitted will be kept confidential except where indicated in the Act.

### **Reporting EEO/AA Concerns**

If you have a concern about discrimination in our workplace, we request that you follow the Employee Problem Resolution/Reporting Process. We will take action to ensure that unlawful discrimination is prevented and/or corrected.