

Since 1983



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MANCON, LLC


EQUAL EMPLOYMENT OPPORTUNITY  
AFFIRMATIVE ACTION COMPLIANCE PROGRAM  
POLICY STATEMENT AND AFFIRMATIVE ACTION COMMITMENT

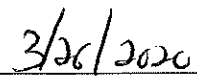
The undersigned, - Richard A. Clarke - President of MANCON, LLC, reaffirms that it is the policy of MANCON to:

1. Recruit, hire, train and promote persons in all job titles, without regard to race, color, age, sex or gender, gender identity, sexual orientation, religion, national origin, veteran status, genetic information, disability, or membership in any other protected class.
2. Base decisions on employment so as to further the principle of equal employment opportunity and affirmative action.
3. Ensure that promotion decisions are in accordance with principles of equal employment opportunity and affirmative action by imposing only valid requirements for promotional opportunities.
4. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoff, company-sponsored training, education, tuition assistance, social and recreation programs, will be administered without regard to race, color, age, sex or gender, gender identity, sexual orientation, religion, national origin, veteran status, genetic information, disability, or membership in any other protected class.
5. Conduct an active Affirmative Action Compliance Program to further the opportunities of qualified individuals, of protected classes, in our company and industry. An audit and reporting system will be established and analyzed data will be furnished to the undersigned.

Excerpts of the Affirmative Action Plan are available for employee review upon request. Employees should direct requests to MANCON's Human Resource Department.

Ms. Chelsea Chambers is MANCON's Equal Employment Opportunity (EEO) Coordinator in charge of the Affirmative Action Compliance Program (AACP) telephone (757) 457-9570. She will meet with the undersigned periodically to discuss matters relative to EEO.

  
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Richard A. Clarke  
President

  
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Date Signed