

EQUAL EMPLOYMENT OPPORTUNITY POLICY
41 C.F.R. Section 60-741.44(a); 60-250.5

The employment policy of Rocon Manufacturing Corp. is to provide equal opportunity to all persons. Our company, therefore, has made a commitment to equal employment opportunity through a positive and continuing Affirmative Action Program. No employee or applicant for employment will be discriminated against because of race, color, religion, sex, national origin, age, disability, veteran status or any other Federal or State legally-protected classes.

To implement these policies, Rocon Manufacturing Corp. will continue to:

- A. Recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other Federal or State legally-protected classes. Rocon Manufacturing Corp. does not discriminate on the basis of national origin or citizenship status as provided under the Immigration Reform and Control Act of 1986;
- B. Base decisions on employment so as to further the principle of equal employment opportunity;
- C. Insure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;
- D. Insure that all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs) are administered without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other Federal or State legally-protected classes.

Keith C. Denton, CIO / ISO Coordinator, has been designated EEO Coordinator and is responsible for compliance with state and federal equal employment opportunity laws, and for implementing the affirmative action program, including equal employment practices, monitoring, and internal reporting. Employees believing they have not been treated in accord with this policy are encouraged to contact Keith C. Denton at (585) 436-8189 x243, during regular business hours.

The affirmative action plan is available for review at Keith C. Denton’s office during the business hours of 7:00 a.m. to 4:00 p.m. by appointment. To make an appointment, please contact Keith C. Denton at (585) 436-8189 x243.

The continued success of our Affirmative Action Program requires maximum cooperation from every employee throughout our organization. Equal employment opportunity is not only the law, but it is a principle of Rocon Manufacturing Corp..

Read and approved by:

Executive Name **Keith C. Denton** Date **08/17/05**
Executive Title **CIO**