



Equal Employment Opportunity and Affirmative Action

Little Rapids Corporation is committed to employ and advance qualified persons without discrimination against any employee or applicant for employment because of race, color, religion, sex, gender identity, sexual preference, physical or mental disability, national origin, age or status as a disabled veteran, recently separated veteran, Armed Forces Services Medal veteran, or active duty wartime or campaign badge veterans (“protected veteran”). This policy as well as its affirmative action obligations apply throughout the Company and has full support of the President and Chief Executive Officer.

The Company monitors its employment practices to ensure that:

- We recruit, hire, train and promote qualified persons in all job titles, and ensure that all other personnel actions are administered without regard to race, color, religion, sex, national origin, disability, or status as a protected veteran.
- We ensure that all employment decisions are based on valid job requirements.
- We ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- We ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, Company-sponsored training, education, tuition assistance, social and recreational programs, will be administered without regard to race, color, religion, sex, or national origin, disability or status as a protected veteran.
- We take affirmative action to employ and advance in employment qualified individuals with a disability and qualified/protected veterans at all levels of employment.
- Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any protected activity or exercised any protected right under equal employment opportunity or affirmative action laws or regulations.

Anyone who feels he or she is being unlawfully discriminated against or harassed should confer with their Supervisor and/or the on-site Human Resource Manager. All issues brought to the attention of Little Rapids Corporation will be promptly investigated, and the Company will only share information gathered through its investigation on a “need to know” basis.

Overall responsibility for the implementation of affirmative action activities is assigned to the Human Resources Manager at each facility and will report to the President and Chief Executive Officer on an annual basis on progress toward achieving the objectives of this policy.

A handwritten signature in black ink that reads "Kirk Ryan" followed by a horizontal line.

Kirk S. Ryan, President and Chief Executive Officer

July 1, 2016