



Affirmative Action Statement for Disabled Veterans, Vietnam Era Veterans and Disabled Individuals

This is the Company's Affirmative Action Statement for Disabled Veterans, Vietnam Era Veterans and Disabled Individuals.

- 1) It is the policy of the Company not to discriminate against any employee or applicant for employment because of disabled veteran, Vietnam Era Veteran or disabled individual status. The Company will take affirmative action to ensure applicants are employed and the employees are treated, during employment, without regard to their disabled veteran, Vietnam Era Veteran or disabled individual status. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
- 2) The Vice President of Employee Services, will be the Equal Employment Opportunity Officer and will coordinate the Company's efforts and will investigate any complaints. (St. Louis, MO Telephone: 314.733.2000).
- 3) If advertising is utilized, the Company will place employment advertisements in newspapers, which serve the largest number of disabled veterans, Vietnam Era Veterans and disabled individuals in the recruiting area. All advertisements shall include a non-discrimination notice.
- 4) The Company will utilize State Employment Security offices, and other sources of disabled veterans, Vietnam Era Veterans and disabled individuals for recruiting. We shall post notices of non-discrimination in conspicuous places available to employees and applicants for employment.
- 5) To assure non-discriminatory hiring, the Company will:
 - a) Instruct employees who make hiring decisions that disabled veterans; Vietnam Era Veterans and disabled individual applicants for all employment positions are to be considered without discrimination.
 - b) Advise unions with whom the Company has collective bargaining agreements, by letter, of our non-discriminatory policy regarding disabled veterans, Vietnam Era Veterans and disabled individuals.
 - c) Use as many apprentices and summer and part-time trainees, particularly from the disabled veterans, Vietnam Era Veterans and disabled individuals groups, as work needs and union agreements, if any permit.
 - d) Post notices in places conspicuous to employees and applicants.
- 6) The Company will make maximum use of apprenticeship and other training to help equalize opportunity for disabled veterans, Vietnam Era Veterans and disabled individuals, taking appropriate steps such as:
 - a) Sponsoring and assisting handicapped youths, as well as others, to enter pre-apprentice and apprentice training and making such training available to the maximum extent within the Company.
 - b) Actively encouraging disabled veterans, Vietnam Era Veterans and disabled employees, as well as others, to increase their skills and employment potential through participation in training and education programs and helping to assure such programs are adequate and are in fact, available to disabled veterans, Vietnam Era Veterans and disabled employees.
 - c) Establishing contracts with appropriate social service agencies, organizations of and for disabled veterans, Vietnam Era Veterans and disabled individuals and rehabilitation agencies or facilities, for referral to potential employees.

- 7) The Company will assure non-discriminatory placement and promotion, taking appropriate steps such as:
 - a) Instructing employees who make decisions on placement and promotion that disabled veterans, Vietnam Era Veterans and disabled employees are to be considered without discrimination.
 - b) Reviewing areas in which there is little or no disabled veterans, Vietnam Era Veterans and disabled individual representation to determine whether this results from discrimination.
- 8) The Company will assure non-discriminatory compensation and working conditions in our organization, taking appropriate steps such as:
 - a) Examining rates of pay and fringe benefits for present employees with equivalent duties and adjusting any inequities found.
 - b) Not reducing the compensation of existing employees who have converted to on-the-job trainee status.
- 9) THE COMPANY will assure non-discriminatory demotion, layoff or termination by requiring advance clearance of such actions through the Company's Equal Employment Opportunity Officer.
- 10) The Affirmative Action Policy for disabled veterans, Vietnam Era Veterans and disabled individuals will be extended where applicable to our subcontractors.
- 11) The Company will not maintain or provide employees any segregated facilities at any Company establishments, and will not permit employees to perform their services at any location, under the Company control, where segregated facilities are maintained.
- 12) We shall follow through with the intent of this Policy by questioning, verifying and making whatever changes or additions to the Company program, which may be necessary to obtain desired results.

The Company will comply with the terms of Section 503 of the Rehabilitation Act of 1973 as amended (38 USC 2012), and the implementing regulation at 41 CFR Chapter 60 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 as amended (38 USC 2012) and the implementing regulations. All information required by the above mentioned acts and the U.S. Department of Labor, Office of Federal Contract Compliance Programs and the terms of Section 503 of the Rehabilitation Act of 1973 as amended (38 USC 2012) and the implementing regulation at 41 CFR Chapter 60 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 as amended (38 USC 2012) and the implementing regulations.

To assure subcontractor compliance, our subcontractor agreements contain a "Non-Discrimination" Clause that requires subcontractors to comply with the terms of the above-mentioned Rehabilitation and Vietnam Era Veterans' Readjustment Assistance Acts.

The Company will also comply with all rules and regulations of the Americans with Disabilities Act of 1990.