



## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

HPM Corporation has been and will continue to be an equal opportunity employer.

We are committed to giving all qualified individuals an equal opportunity in employment with our company. Our policy is to administer all personnel actions without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, physical, mental or any other disability, protected veteran status, or any other status protected by law. This policy applies to recruiting, hiring, training and promoting in all job titles to include executive management, as well as to decisions on compensation, benefits, transfers, layoffs, return from layoff, company-sponsored training, education, tuition assistance, or social and recreation programs. Our policy is to ensure that we base all employment decisions, including promotions, on valid job requirements alone.

If you have a disability that affects your job performance or a religious belief that conflicts with our usual policies or procedures, please tell your supervisor or Gabe Galbraith, Human Resources Administrator. We will explore reasonable accommodations that will allow you to perform the essential functions of your job, as long as it does not cause an undue hardship on the company or directly threaten health or safety.

Because our company has a contract or subcontract with the federal government, we have an Affirmative Action Program (AAP). The intent of this program is to ensure that all qualified applicants and employees are considered for job openings, promotions, training opportunities, pay raises, and other terms and conditions of employment. To monitor our affirmative action efforts, we are required to maintain data on individuals' race/ethnicity, gender, disability status, and protected veteran status. This information is confidential.

The policy sections of our affirmative action programs for protected veterans and for people with disabilities are available for your review during normal business hours in the office of the Vice President, Human Resources & Corporate Business Operations, who oversees implementing, auditing, and reporting on the effectiveness of our AAP. These AAPs do not contain any personal data. Protected veterans include disabled veterans, active duty wartime or campaign badge veterans, Armed Forces Service Medal veterans, and recently separated veterans. Explanations of these categories can be found in the veterans' AAP.

Every member of management will monitor and enforce our policy of equal employment opportunity. I expect all employees to conduct themselves in a manner that encourages equal employment opportunity without regard to the race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status or any other protected status of any of our applicants, employees, customers, or vendors. If you observe any work-related conduct that violates this policy, please immediately report it to your supervisor or Gabe Galbraith, Human Resource Administrator.

Our company will not tolerate retaliation, harassment, intimidation, threats, coercion or discrimination against anyone who files a complaint, exercises a right, opposes improper conduct or assists in an investigation under our Equal Employment Opportunity Policy or our Affirmative Action Program. I appreciate your cooperation in our efforts to provide equal employment opportunities within our company.

Hollie Mooers  
President & CEO

**This policy is effective from January 1, 2022, to December 31, 2022**