

## NANA/Colt Engineering, LLC Equal Employment Opportunity and Affirmative Action Policy Statement

## **Equal Opportunity Policy**

NANA/Colt Engineering, LLC has a policy of providing equal opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, sexual orientation, parental or marital status, disability, veteran status, sex, or age. It is the policy of the Company to insure that all personnel actions including, but not limited to, compensation, benefits, transfers, layoff, return from layoff and sponsored training are administered in a nondiscriminatory manner.

## **Affirmative Action Plan**

Through its Affirmative Action Plan, NANA/Colt Engineering, LLC affirms its commitment to the principles of affirmative action, non-discrimination, and equal employment opportunity. Described in the plan are specific and result-oriented measures designed to enhance the inclusion and representation of minorities and women. It is tailored to promote the full utilization of protected groups at all levels and in all segments of its work force where deficiencies exist. It offers means for rectifying patterns of under-representation. The Company's Affirmative Action Plan focuses on strategies and initiatives undertaken to achieve a more diversified workforce. The Plan communicates the importance and significance of this agenda and is available for review at any time, by any employee of the Company from the office of Dianna McDowell, Vice President of Business Services and Equal Employment Opportunity Coordinator.

## Non-Discrimination

NANA/Colt Engineering, LLC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Improper interference with the ability of NANA/Colt employees to perform their expected job duties is absolutely not tolerated. Each member of management is responsible for creating an atmosphere free of discrimination. Further, employees are responsible for respecting the rights of their coworkers.

If you experience any job-related discrimination or harassment based on your race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a Vietnam-era or special disabled veteran, or if you believe you have been treated in a unlawful, discriminatory manner or have been unlawfully harassed, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, report it directly to Human Resources or a member of Senior Management. Once made aware of your complaint, NANA/Colt is committed to commence an immediate, thorough investigation of the allegations. Your complaint will be kept confidential to the maximum extent possible.

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If, at the completion of the investigation, NANA/Colt determines that an employee is guilty of discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee.

NANA/Colt prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, NANA/Colt determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information,

John Minier

President and General Manager

Dianna L. McDowell

EEO Coordinator/

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