



## **1.1 Equal Employment Opportunity, Affirmative Action, and Diversity and Inclusion Policy Statement**

Basic Commerce and Industries, Inc. (BCI) is an equal employment opportunity and affirmative action and equal opportunity employer. BCI affirms its long-standing commitment to maintain a diverse workforce reflective of the communities in which we operate, maintains a business culture that recognizes the contributions and interests of diverse cultural and social groups, and maximizes employee efforts by understanding individual differences and perspectives. It is the policy of BCI not merely to refrain from employment discrimination as required by federal, state, and local enactments, but to take positive affirmative action to realize full equal employment opportunity for women, people of color, individuals with physical or mental disabilities and veterans. It is also our goal to employ and advance in employment individuals with disabilities and protected veterans and to treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.

(Referred to herein as "EEO" matters.)

It is our belief that an organization achieves this goal only through leadership and focused implementation of a results-oriented affirmative action plan and equal employment opportunity without regard to race, color, national origin, ethnicity, gender, religion, age, sexual orientation or identity, physical or mental disability, veteran status and any other personal characteristic protected by law. These policies maintain and enhance workforce diversity and apply to all employee actions including recruitment, staffing, compensation, promotion, transfer, demotion, social and recreational programs, layoffs, employee benefits, training and development, disciplinary actions, employment termination, and other general conditions of employment.

BCI will make a good faith effort to reasonably accommodate the physical and mental limitations of any qualified employee or applicant for employment who can perform the essential functions of the job unless such accommodation would impose undue hardship on the conduct of our business. We encourage applicants and employees to assist us in identifying accommodations that he or she may need to perform the job.

The Human Resources Manager has been appointed the role of the Equal Opportunity/Affirmative Action Officer and will audit, report, and evaluate activities which pertain to our EEO and Affirmative Action objectives. Employees who need assistance in the clarification or resolution of EEO matters should contact their manager or the Human Resources Manager at 540-663-3321 x152. If the circumstances make reporting an issue to either of these individuals difficult, employees should feel free to contact any member of management.

Employees interested in reviewing the Affirmative Action Plan for Individuals with Disabilities and Protected Veterans should contact the Human Resources Manager at 540-663-3321x152 during regular working hours. If they would like to be considered under our Affirmative Action Plans for Employees with Disabilities and Protected Veterans, they should indicate this to their supervisor, or to the Human Resources Manager. Submission of this information is voluntary and refusal to provide it will not subject them to adverse treatment. Information submitted will be kept confidential except where otherwise indicated in the Act.

Employees who need assistance in the clarification or resolution of EEO matters should contact their manager or the Human Resources Manager. If the circumstances make reporting an issue to either of these individuals difficult, employees should feel free to contact any member of management. Retaliation against any employee who participates in an investigation or proceeding under the law, or who has opposed discriminatory practices in the workplace is strictly prohibited and will not be tolerated.

BCI's president fully supports the Affirmative Action Program and directs the responsibility of all those with employment duties to seek to achieve the stated aims of this program. Moreover, it is the responsibility of each and every member of the staff of BCI to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of work life at BCI.