



## EQUAL EMPLOYMENT OPPORTUNITY POLICY

May 15, 2020

**Objective**

Magee Plastics Company is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Magee Plastics Company prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law. Magee Plastic Company conforms to the spirit as well as to the letter of all applicable laws and regulations.

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Magee Plastics Company and its employees, including but not limited to recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Magee Plastics Company.

**Implementation of Policy**

The officers of Magee Plastics Company will be responsible for the dissemination of this policy. Directors, managers, and supervisors are responsible for implementing equal employment practices within each department.

The Human Resource Department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

**Procedures**

Magee Plastics Company administers our EEO policy fairly and consistently by posting all required notices regarding employee rights under EEO laws in areas highly visible to employees; advertising for job openings with the statement "We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law"; forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding; requires employees to report to a member of management, an HR representative any apparent discrimination or harassment. The report should be made with 48 hours of the incident.

**Harassment**

Harassment is a form of unlawful discrimination and violates Magee Plastics Company policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature.

Harassment also includes unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

Harassment becomes unlawful where enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create an intimidation, hostile or abusive work environment.

**Remedies**

Violations of this policy, regardless of whether an actual law has been violated will not be tolerated. Magee Plastics Company will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

Charles W.C. Story  
President