



from PO-506 IPT Affirmative Action Policy for Minorities and Females

## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

### **POLICY STATEMENT**

IPT is committed to maintaining a work environment free from unlawful harassment, discrimination or retaliation. Accordingly, the Company maintains a policy strictly prohibiting discrimination, harassment, and/or retaliation against employees or applicants on the basis of race, color, religious creed (including religious dress and grooming), sex, gender, pregnancy (and related medical conditions), national origin, ancestry, age, physical or mental disability, marital or domestic partnership status, citizenship, U.S. military/veteran status, sexual orientation, gender identity, gender expression, reproductive health decision-making, genetic characteristics, medical condition, genetic information, political affiliation, and/or any other characteristics protected by federal, state or local law with regard to any employment practices, including employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, and all other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs at the Company. The Company will continue to ensure that individuals are employed, and that employees are treated during employment, without regard to any characteristic protected by law, including but not limited to those specifically enumerated above, in all hiring and employment practices as follows:

- Employment decisions at the Company are based on legitimate job-related criteria. All personnel actions, policies, and programs are made and implemented without discrimination.
- Employees and applicants are not asked to disclose information regarding any protected characteristics, except as authorized or required by applicable law.
- Any such information is maintained in a confidential manner and will not be used against an individual when making any employment decisions.
- Employees and applicants with qualifying disabilities are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The Company makes, and will continue to make, reasonable accommodations with respect to the known physical or mental disabilities of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities, unless such accommodations would impose an undue hardship on the Company as defined by applicable law.

IPT is fully committed to the principles of equal employment opportunity and affirmative action. As President, I support the successful implementation of the Company's Affirmative Action Program. The Company has appointed Debbie Martinez as the Equal Employment Opportunity ("EEO") Officer for the Company, with responsibility for implementation of the Company's AAP and related activities. The EEO Officer has the full support of management and staff necessary to fully implement this AAP. All managers and supervisors will take an active part in the Company's AAP to ensure all qualified employees and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, IPT will solicit the cooperation and support of all employees for the successful continued implementation of the Company's Equal Employment Opportunity and Affirmative Action Policy.

Our AAP includes an audit and reporting system, which, among other things, uses employee data and other information to measure the effectiveness of our AAP. The EEO Officer has been assigned responsibility for periodically reviewing progress with respect to the implementation of, and ongoing compliance with, the AAP. In accordance with applicable law, the Company's AAP is available for inspection upon request.

A blue ink signature of Ken Krutenat, consisting of stylized cursive letters.

Ken Krutenat  
President