



EQUAL EMPLOYMENT OPPORTUNITY

ALLUXA is an equal opportunity employer and makes employment decisions on the basis of merit. Company policy prohibits unlawful discrimination based on race, color, creed, sex, sexual orientation, gender, gender identity and/or expression, religion, marital status, citizenship status, status with regard to public assistance, pregnancy, veterans status, recently separated or other covered veteran, age, national origin or ancestry, physical or mental disability, including genetic characteristics, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

ALLUXA is committed to compliance with all applicable laws insuring equal employment opportunities to qualified individuals with disabilities. This commitment applies to all persons involved in the operations of the Company and prohibits unlawful discrimination by any employee of the Company, including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, **ALLUXA** will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources department to request such accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job and **ALLUXA** may ask the employee to provide disability certification from the employee's treating physician to ensure that the accommodation request will enable the employee to perform the essential functions of his or her position. The Company then will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, provide a written complaint to any **ALLUXA** manager, anyone in Human Resources (or to the President if you are not comfortable providing your complaint to another manager or Human Resources). Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses.

The company will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation. If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future offense. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees or your co-workers.