

	<b>CBT POLICIES AND PROCEDURES</b> <b>Equal Employment Opportunity Statement</b>	<b>REVISION</b>		<b>PAGE</b>
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**PURPOSE**

To define the Company’s Equal Employment Opportunity Statement

**DEFINITIONS**

N/A

**SCOPE**

All CBT Employees and Qualified Applicants

**POLICY / PROCEDURE**

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Employment with CBT Company ("Company") is firmly based on a policy of merit and equal opportunity for all qualified persons without regard to race, color, religion, sex, gender identity or transgender status, national origin, age, marital status, genetic information, disability, or because he or she is a protected veteran. It is also the policy of CBT to take affirmative action to employ and to advance in employment, all persons regardless of race, color, religion, sex, gender identity or transgender status, national origin, age, marital status, genetic information, disability, or protected veteran status, and to base all employment decisions only on valid job requirements. This policy of nondiscrimination shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensations and selection for training, including apprenticeship, at all levels of employment. Any employee who believes that this policy is being violated should report it to his/her direct supervisor or other supervisor or managers, as necessary.

CBT is committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of Equal Employment Opportunity and affirmative action throughout all levels of the company, the Director of Human Resources has been selected as the Equal Employment Opportunity (EEO) Manager for CBT. One of the EEO Manager’s duties will be to establish and maintain internal audit and reporting systems to allow for effective measurement of CBT’s programs.

In furtherance of the company’s policy regarding Affirmative Action and Equal Employment Opportunity, CBT has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that the company is committed to in order to ensure that its policy of nondiscrimination and affirmative action is accomplished. This Affirmative Action Program is available in the Human Resources Office for inspection by any employee or applicant for employment upon request, during normal business hours. Interested persons should contact the Director of Human Resources for assistance.

If you are a disabled individual or covered veteran and would like to be considered under these programs, please let your immediate supervisor or department head know. Although giving this information is voluntary, such a disclosure by you will enable the company to further assist you in an appropriate manner concerning your employment. Be assured that your willingness to provide such information will in no way result in adverse treatment. Information obtained concerning employees will be kept confidential, except that (1) supervisors and department managers may be informed regarding restrictions on the work or duties of disabled employees and disabled veterans and regarding necessary accommodations, and (2) first aid personnel may be informed, when and to the extent appropriate, if a disability might require emergency treatment, and (3) government representatives investigating compliance with federal and state laws shall be informed, as necessary.

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**Employees are responsible for complying with this policy:** All company employees are expected to comply with our EEO policy. Managers and supervisors in particular are expected to cooperate in meeting our EEO objectives and are responsible for practicing objective and impartial employment decisions within their departments, taking proactive steps to ensure that the company maintains a work environment free from discrimination and harassment, and encouraging mutual respect among our employees.

**Employees may make a complaint under this policy:** Employees who believe they have been discriminated against in violation of this policy should contact their supervisor or Human Resources. All complaints of discrimination will be promptly and thoroughly investigated.

**The company expressly prohibits any form of unlawful discrimination based on race, color, religion, sex, gender identity or transgender status, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran. Any employee who is found to have violated this EEO policy will be subject to discipline, up to and including separation.**


  


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**James Stahl, Jr., President** **March 1, 2015**