

# Statement of Policy

2017

The Martz Group is committed to equality of opportunity, one of the basic goals of this society. Continued viability and responsible growth of our organization will result from enhancing and utilizing the abilities of all individuals to their fullest extent practical within the framework of our business environment.

The organization is committed to the goal of equal employment opportunity and affirmative action. We will make every reasonable effort to ensure that all applicants and employees receive equal opportunity in personnel matters, including recruitment, selection, training, placement, promotion, demotion, compensation and benefits, transfers, terminations, and working conditions (including reasonable accommodation for qualified individuals with disabilities).

The Martz Group expects all employment decisions to advance the principle of equal employment opportunity and affirmative action. To ensure that this expectation is carried out we are implementing the following policies:

- It will be the policy of the Martz Group, in accordance with all applicable laws, to recruit, hire, train, and promote persons in all job titles without regard to race, color, national origin, genetic information, religious beliefs, sex, gender identity, sexual orientation, age, marital status, pregnancy, disability, protected veteran status, or any other protected classifications, activities, or conditions as required by federal, state and local laws.
- All employment decisions shall be consistent with the principle of equal employment opportunity, and only valid qualifications will be required.
- All personnel actions, such as compensation, benefits, transfers, social and recreational programs, etc. will be administered without regard to race, color, national origin, genetic information, religious beliefs, sex, gender identity, sexual orientation, age, marital status, pregnancy, disability, protected veteran status, or any other protected classifications, activities, or conditions as required by federal, state and local laws.

To carry out the organization's commitment, as well as my personal commitment to the EEO/AAP Program, I have designated, Edward L. Steltz, as the organization's EEO Officer, and have charged him with the responsibility to develop and thereafter maintain the necessary programs, records, and reports to comply with all government regulations and with the goals and objectives of our equal employment opportunity and Affirmative Action Program.

We plan to establish a leadership role in the area of affirmative action. The participation of women, minorities, veterans, and individuals with disabilities in management by promotion and employment will continue to be emphasized so they may be given the opportunity to contribute to the success and profitability of the organization.



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A.Craig Smith  
CEO