

Ohio Associated Enterprises (OAE) is an Equal Employment Opportunity Affirmative Action employer. The Company seeks to provide equal opportunity in employment for all persons, and prohibits discrimination in all aspects of employment because of age, citizenship, color, disability, marital status, national origin, race, religion, personal appearance, family responsibilities, political affiliation, sex, sexual orientation, gender identity and expression, and genetic information or veteran status or any other basis prohibited by law. Additionally, The Company will use good faith efforts to achieve ethnic and gender diversity throughout the workforce. The Company emphasizes recruitment of women, minority group members, disabled individuals, and Vietnam era veterans.

To achieve its mission, The Company strives to develop a community that is appropriately representative of the diversity of society. This commitment to affirmative action evidences the Firm's fundamental tenets and its dedication to an ongoing process of change and renewal.

The goal of The Company's hiring policy is to recruit, hire, transfer, promote and make other employment decisions using these guidelines:

- To consider individuals without discrimination based on age, citizenship, color, disability, marital status, national origin, race, religion, personal appearance, family responsibilities, political affiliation, sex, sexual orientation, or veteran status or any other unlawful factor.
- To use good faith efforts to achieve The Company's Affirmative Action goals for minority persons and women.
- To select the individual who best meets the needs of the selecting department and the Firm.
- To enhance opportunities for mobility and promotion of qualified candidates who are current OAE employees.

It is part of The Company's policy to comply with the Americans with Disability Act. Under this Act, a qualified individual with a disability who can perform the essential functions of the position with or without a reasonable accommodation is protected from discrimination due to his or her disability.

Examples of reasonable accommodations that may be provided, if they do not impose an undue hardship on an employer include modifying work schedules; modifying equipment set up, when possible that does not impose inconvenience or jeopardize safety); changing a desk lay-out or rearranging office furniture; or reassigning the minor or marginal functions of a job to another employee. Generally, it is the obligation of the individual with a disability to request a reasonable accommodation from the employer.

All selecting departments should follow the procedures and the spirit of The Company's Equal Opportunity Affirmative Action Policy. The Human Resources department assists selecting departments to recruit and hire candidates.

Contact The Human Resources Department, if you have questions or if you would like more information about this policy. At OAE, we don't just accept difference - we celebrate it, we support it, and we thrive on it for the benefit of our employees, our products and our community. OAE is proud to be an equal opportunity workplace and is an affirmative action employer.

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