EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION STATEMENT OF POLICY

It is, has been, and will continue to be the policy of Baker Roofing Company to provide equal employment opportunity without regard to race, color, age, religion, sex, national origin, disability, protected veteran status, sexual orientation, gender orientation, or any other legally protected status. Further, it is the policy of this Company to undertake affirmative action in compliance with all federal, state, and local requirements. I wish to take this opportunity to issue a formal reaffirmation of this policy and to assure each applicant, employee and party with whom we do business of my personal commitment to our equal opportunity and affirmative action objectives.

Harassment, retaliation, coercion, interference, or intimidation of an employee due to an employee’s race, color, religion, national origin, sex, age, disability, protected veteran status, sexual orientation, gender identity, or any other legally protected status is strictly forbidden. Such activity should be reported to an employee’s manager, the Human Resources Manager, or the Vice-President of Human Resources immediately. Every employee at Baker Roofing Company is responsible for furthering the implementation of this policy.

Additionally, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may engage in, any of the following activities (1) Filing a complaint; (2) Assisting or participating in an investigation, compliance review/evaluation, proceeding, hearing, or any other activity relating to the enforcement of Title VII of the Civil Rights Act of 1964 (“Title VII”) or the administration of section 503 of the Rehabilitation Act of 1973, as amended (“Section 503”), the affirmative action provisions of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended (“VEVRAA”), or any other federal, state, or local law requiring equal opportunity for disabled persons or protected veterans; (3) Opposing any act or practice made unlawful by Title VII, section 503, VEVRAA, or their implementing regulations, or any other federal, state, or local law requiring equal opportunity for disabled persons or protected veterans; or (4) Exercising any other right protected by Title VII, Section 503, VEVRAA, or their implementing regulations.

A system to audit, report, and monitor the achievements and goal attainment set forth in the Baker Roofing Company’s Affirmative Action Program has been established and results will be reported to the top management of Baker Roofing Company on at least an annual basis.

As an Executive Vice-President, I retain the overall responsibility for Baker Roofing Company’s Equal Employment Opportunity and Affirmative Action Programs. The administration and implementation of these important programs for women, minorities, individuals with disabilities, and protected veterans are the responsibility of Gissela B. Cornejo, HR Vice-President the Equal Opportunity Officer. I ask to each manager and supervisor join me in full support of the principles of equal opportunity and affirmative action. Violation of this policy is a disciplinable offense.

John C. Matthews
Executive Vice-President
Baker Roofing Company
January 1, 2015