



Equal Employment Opportunity/Affirmative Action Policy Statement

It is the policy of *Dennis K. Burke Inc.* to provide equal employment opportunity to all individuals regardless of their race, creed, color, religion, gender, age, national origin, disability, military service, veteran status, genetic information or any other characteristic protected by federal, state or local law. We are strongly committed to this policy and believe in the concept and spirit of the law.

Dennis K. Burke Inc. is further committed to assuring that employment decisions are based on valid job requirements. In addition, all personnel actions, such as recruiting, hiring, training, promotion, compensation, benefits, transfers, discipline, layoffs and termination are administered fairly to all persons on an equal opportunity basis, without discrimination on the basis of protected categories named above.

Dennis K. Burke Inc. will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. *Dennis K. Burke Inc.* will not request or require a genetic test of any employee or applicant, nor will it collect or use any protected genetic information in connection with any employment-related decisions.

Dennis K. Burke, Inc. will not tolerate employees and applicants to be subjected to harassment, intimidation, threats, coercion or retaliation because they engaged or may engage in filing a complaint or assisted in a review, investigation or hearing related to any federal, state or local law requiring equal employment opportunity; or because they opposed any act deemed unlawful under the law.

As the Chief Executive Officer, I am committed to the principles of affirmative action and equal employment opportunity. I have appointed Heidi Cabral, Human Resources Manager as *Dennis K. Burke Inc.*'s EEO Coordinator. The EEO Coordinator's responsibilities include implementing an internal audit and reporting system to monitor and measure the effectiveness of *Dennis K. Burke Inc.*'s equal employment opportunity efforts and report to executive management on this and any needs for remedial action.

Dennis K. Burke Inc. maintains affirmative action plans for minorities, women, individuals with disabilities and protected veterans. Any questions regarding these plans or the company's equal opportunity policy should be directed to the EEO Coordinator who is responsible for the implementation of the plan. All employees are responsible for supporting the concept of equal employment opportunity and affirmative action, and assisting and cooperating in meeting our plan goals.

If you wish to view the plans, contact Heidi Cabral during normal business hours and arrangements will be made for the areas of the plan available for inspection under the law.

Edmund F. Burke Jr.
President

Dennis K. Burke, Inc.
P.O. Box 711 • Taunton, MA 02780
• Toll Free (800) 289-2875
Website: www.burkeoil.com