



LONG Building Technologies, Inc. Policy on Equal Employment Opportunity

TO: All Employees and Applicants

FROM: Jeffrey Long, Senior Vice President
Mark Balent, President

DATE: June 30, 2018

It is the ongoing policy and practice of LONG Building Technologies, Inc. to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of race, color, national origin, sex, religion, age, sexual orientation, gender identity, genetic information, disability, veteran status or any other status protected by applicable law.

The policy of equal employment opportunity (EEO) shall apply to all terms, conditions, and privileges of employment, including hiring, probation, testing, training and development, promotion, transfer, compensation, benefits, educational assistance, termination, layoffs, social and recreational programs, and retirement. LONG Building Technologies, Inc. is committed to making employment decisions based on valid requirements, without regard to race, color, national origin, sex, religion, age, sexual orientation, genetic information, disability, veteran status or any other status protected by applicable law. LONG Building Technologies, Inc. will analyze its personnel actions rigorously to ensure compliance with this policy.

LONG Building Technologies, Inc. will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

LONG Building Technologies, Inc.'s EEO Coordinator is Amy Smith, Human Resources Director, located at 5001 S Zuni St. Littleton, CO 80120, (303) 975-2126. She is responsible for compliance with state and federal EEO laws and affirmative action regulations. She is also responsible for implementing the LONG Building Technologies, Inc.'s Affirmative Action Plan (AAP), including equal employment practices, monitoring, and internal reporting. If you believe you have not been treated in accordance with this policy, please contact the EEO Coordinator. Our AAP for Veterans and the Disabled is available to you in her office during regular office hours or by appointment. All employees and applicants for employment are protected, by both company policy and equal employment opportunity/affirmative action regulations and law, from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation.



Long live your building!

We personally endorse the policy of equal employment opportunity and ask your continued assistance and support in maintaining an environment that reflects LONG Building Technologies, Inc.'s commitment to equal and affirmative action. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Mark Balent
President

A handwritten signature in black ink, featuring a complex, circular, scribbled pattern.

Jeff Long
Sr. Vice President