



## **EQUAL EMPLOYMENT OPPORTUNITY**

The policy of Optical Cable Corporation (OCC®) is to recruit, hire, train and promote persons in all job titles, and ensure that all other personnel actions are administered, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a disabled veteran, three-year recently separated veteran, Armed Forces service medal veteran, active duty wartime or campaign badge veteran, or any other status or condition protected by applicable federal, state or local law, and to base all employment decisions only on valid job requirements.

As President and CEO of OCC, I am committed to the principles of Affirmative Action and Equal Employment Opportunity (EEO). Our Vice President of Human Resources serves as the Affirmative Action Administrator with responsibilities to maintain and implement our Affirmative Action Plan and to ensure that the coordination, direction and review of equal employment opportunity policies, practices and programs are accomplished. The Vice President of Human Resources will also be responsible for making reports to the OCC Senior Leadership Team on our equal employment efforts on a periodic and continuing basis.

All leadership personnel should make it a priority to assure that team members understand and effectively implement the policy. Supervisory employees will be evaluated on their adherence and commitment to our policy.

OCC does not condone and will not tolerate the harassment of any employee. Employees and applicants shall not be subjected to retaliation, including harassment, intimidation, threats, coercion or discrimination because they have objected to discrimination, engaged or may engage in filing a complaint, assisted or participated in a review, investigation, compliance evaluation, or hearing, opposed any unlawful act or practice or have otherwise sought to exercise their legal rights under any federal, state or local EEO law regarding individuals with disabilities, protected veterans or other protected status. In addition, OCC strictly prohibits unlawful harassment in any form, including harassment based on a person's race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, or veteran status, whether committed by other employees, supervisors and/or third parties. Complaints of unlawful harassment of any type, including sexual harassment, should be brought to the attention of the Vice President of Human Resources or the Human Resources Manager. Further, all complaints of discriminatory treatment in violation of this policy should be brought to the attention of the Vice President of Human Resources or the Human Resources Manager so that an internal investigation may be undertaken.

It is the responsibility of each and every employee of OCC to give our policy of equal employment opportunity real meaning and full support.

Neil Wilkin  
Chairman, President and CEO