

# The Rawlings Group

## NOTICE TO ALL EMPLOYEES AND PROSPECTIVE EMPLOYEES

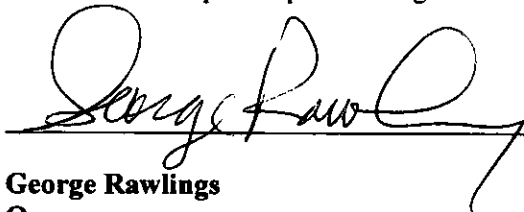
Rawlings has adopted an Affirmative Action Program and shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a). These regulations prohibit discrimination against qualified protected veterans and qualified individuals on the basis of disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities.

If you have a disability or are a disabled veteran, and would like to be considered under the Affirmative Action Program, please tell us. You may also benefit if you belong to one of the protected veterans classifications. You may inform us of your desire to benefit under the program at this time and/or at any time in the future

Our Affirmative Action Program contains policies and procedures that assure compliance with our Section 503 and VEVRAA obligations. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.** If you are disabled, this information will assist us in placing you in an appropriate position and in making accommodations for your disability. Information you submit about your disability will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and special disabled veterans, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing the Rehabilitation Act, VEVRAA or the Americans with Disabilities Act (ADA) may be informed. The information provided would be used only in ways that are consistent with Section 503 of the Rehabilitation Act, VEVRAA and the ADA.

If you are an individual with a disability, we would like to include you under the affirmative action program. It would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability, so that you will be considered for any positions of that kind, and (ii) the accommodations we could make which would enable you to perform the job properly and safely.

Employees and applicants may inspect the Company's Affirmative Action Program documentation upon request during normal working hours in the Human Resources office.



George Rawlings  
Owner

5-14-15  
Date

The Rawlings Group  
Louisville, Kentucky

**EQUAL EMPLOYMENT OPPORTUNITY /  
AFFIRMATIVE ACTION POLICY STATEMENT**

It is the policy of Rawlings to consider all qualified applicants for available positions without regard to race, color, sex, religion, age, national origin, disability, genetic information, sexual orientation or gender identity or veteran status. Advancement to positions of greater responsibility is based on an individual's demonstrated performance.

**Rawlings shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a). These regulations prohibit discrimination against qualified protected veterans and qualified individuals on the basis of disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities.**

Rawlings is committed to the EQUAL EMPLOYMENT OPPORTUNITY POLICY and as part of the Affirmative Action Plan will:

- recruit, hire, upgrade, train, and promote in all job classifications without regard to race, color, sex, religion, age, national origin, disability, genetic information, sexual orientation or gender identity or veteran status;
- base employment decisions on the principles of Equal Employment Opportunity and with the intent to further the company's commitment to affirmative action and workplace diversity;
- ensure that all other personnel actions such as compensation benefits, company-sponsored training, educational tuition assistance, social and recreational programs, shall be administered without regard to race, color, gender, religion, age, national origin, genetic information, sexual orientation or gender identity veteran status, or disability;
- take affirmative action to ensure that minority group individuals, women, protected veterans, and qualified persons with a disability are introduced into the workforce and that these employees are encouraged to aspire for promotion and are considered, as promotional opportunities arise; and
- ensure that employees and applicants are not subjected to intimidation and/or harassment, threats, coercion, or discrimination because they have filed a complaint, assisted or participated in an investigation or any other activity, or opposed any act or practice made unlawful by the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), and Section 503 of the Rehabilitation Act of 1973.

In keeping with the above commitments and policy, Rawlings will analyze its personnel transactions once a year to ensure equal opportunity for all individuals. As with any other company goals, management's performance regarding the Affirmative Action

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Program will be evaluated.

Rawlings will ensure that the intent and practice of this policy is carried out. The ultimate responsibility for fulfilling the intent of this policy, however, lies with every department head and supervisor.

  
George Rawlings  
Owner

1-29-16  
Date