



VINFEN'S AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Vinfen, as described in its Affirmative Action Program, and as supported by its President and CEO, that it will not discriminate against any employee or applicant for employment because of that person's status as an Individual with a Disability, Disabled Veteran, Active Duty Wartime or Campaign Badge Veteran, Recently Separated Veteran, or Armed Forces Service Medal Veteran, with respect to any position for which the person is qualified. Vinfen will take affirmative action to employ, advance in employment, and otherwise treat qualified Individuals with Disabilities, Active Duty Wartime or Campaign Badge Veterans, Recently Separated Veterans, and Armed Forces Service Medal Veterans, without discrimination based on their physical or mental disability, or veteran status, in all employment practices. Such practices include, but are not limited to:

1. Recruiting, hiring, training, promoting, upgrading, and transferring applicants or employees;
2. Ensuring that all employment decisions are based only on valid job requirements;
3. Ensuring that all other personnel actions are administered without regard to disability or veteran status; and
4. Implementing an audit and reporting system to measure the effectiveness of its Affirmative Action Program.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in any of the following:

1. The filing of a complaint;
2. Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973, as amended (section 503), the VEVRAA, or any other Federal, State, or local law requiring equal opportunity for disabled persons and/or covered veterans;
3. Opposing any act or practice made unlawful by section 503 and/or the VEVRAA and their implementing regulations in this part, or any other Federal, State, or local law requiring equal opportunity for disabled persons or covered veterans;
4. Exercising any other right protected by section 503, the VEVRAA, or their implementing regulations in this part.

Overall responsibility for implementation of Vinfen's Affirmative Action Program has been assigned to the Vice President of Human Resources