



## Cambridge Valley Machining, Inc.

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Cambridge, NY 12816

Date: July 1, 2018

TO: All Employees and Applicants

FROM: James D. Moore, President

RE: Reaffirmation of EEO Policy

The employees of Cambridge Valley Machining, Inc. are our most important asset. Our organization's continued success and development depends on the future and effective use of all of our skills and talents to their fullest extent. Cambridge Valley Machining, Inc. has an obligation to hire and develop the best people we can find based on job-related qualifications and irrespective of any characteristics protected under applicable law.

Cambridge Valley Machining, Inc. is committed to the principles of Equal Employment Opportunity and Affirmative Action because it is morally right and legally required. It is the obligation of each officer, manager, and supervisor to ensure all employment activities are conducted in an equal and equitable fashion, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law.

Such employment activities include, but are not limited to: recruitment, advertising, selection, hiring, training, promotion, upgrade, demotion, transfer, layoff, discharge, return from layoff, leaves of absence, performance evaluation, rate of pay, other compensation and fringe benefits and selection for training, including apprenticeship, at all levels of employment.

Further, Cambridge Valley Machining, 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.