



**Equity Office**  
**Equal Employment Opportunity and Affirmative Action Policy**

It is the policy of the Company to employ qualified persons of the greatest ability without discrimination against any employee or applicant for employment because of race, religion, color, sex, disability, national origin, age, status as a veteran, sexual orientation, gender identity or any other protected group status.

We wish to reaffirm and re-emphasize that this policy applies throughout the company and each of its subsidiaries.

To implement this policy, the Company has established affirmative action programs by which we undertake that:

1. We will recruit, hire, train and promote qualified persons in all job titles, without regard to race, religion, color, sex, disability, national origin, age, veterans' status, sexual orientation, gender identity or any other protected group status;
2. We will make decisions based on employment so as to further the principle of equal employment opportunity;
3. We will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;
4. We will ensure that all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, Company-sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to race, religion, color, sex, disability, national origin, age, veterans' status, sexual orientation, gender identity or any other protected group status.

Overall responsibility for the implementation of this policy is delegated to Laura Klimenko, Senior Vice President-Human Resources, who is hereby designated as the EEO Compliance Officer.

Handwritten signature of Eli Khouri in blue ink.

---

Eli Khouri  
President & CEO

Date: January 1, 2016

Handwritten signature of Laura Klimenko in black ink.

---

Laura Klimenko,  
SVP-Human Resources

Date: January 1, 2016