

## **COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of J.T.M. Food Group not to discriminate against any employee or applicant for employment because of race, color, religion, sex, gender identity or sexual orientation, national origin, age, marital status, genetic information, disability, protected veteran status, or for inquiring about, discussing, or disclosing information about compensation. It is also the policy of "Company" to take affirmative action to employ and to advance in employment, all persons regardless of race, color, religion, sex, gender identity or sexual orientation, national origin, age, marital status, genetic information, disability, protected veteran status, or for inquiring about, discussing, or disclosing information about compensation and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants of J.T.M. Food Group will not be subject to harassment on the basis of race, color, religion, sex, gender identity or sexual orientation, national origin, age, marital status, genetic information, disability, protected veteran status, or for inquiring about, discussing, or disclosing information about compensation. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law is prohibited.

As President & Chief Executive Officer of J.T.M. Food Group, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of Equal Employment Opportunity and affirmative action throughout all levels of the company, I have selected the Director of Human Resources, as the Equal Employment Opportunity (EEO) Manager for J.T.M. Food Group. One of the EEO Manager's duties will be to establish and maintain internal audit and reporting systems to allow for effective measurement of the company's programs.

In furtherance of J.T.M. Food Group's policy regarding Affirmative Action and Equal Employment Opportunity, the company has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that J.T.M. Food Group is committed to in order to ensure that its policy of nondiscrimination and affirmative action is accomplished. This Affirmative Action Program is available in the Human Resources office for inspection by any employee or applicant for employment upon request, during normal business hours. Interested persons should contact the Director of Human Resources for assistance.

If you are a disabled individual, or covered veteran and would like to be considered under these programs, please let your immediate supervisor or department head know. Although giving this information is voluntary, such a disclosure by you will enable J.T.M. Food Group to further assist you in an appropriate manner concerning your employment. Be assured that your willingness to provide such information will in no way result in adverse treatment. Information obtained concerning employees will be kept confidential, except that (1) supervisors and department managers may be informed regarding restrictions on the work or duties of disabled employees and disabled veterans and regarding necessary accommodations, and (2) first aid personnel may be informed, when and to the extent appropriate, if a disability might require emergency treatment, and (3) government representatives investigating compliance with federal and state laws shall be informed, as necessary.

We request the support of all employees in accomplishing Equal Employment Opportunity.

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Tony Maas, *President & C.E.O.*

Date: 2/21/2024