



## **LONG Building Technologies, Inc. Policy on Equal Employment Opportunity**

**TO:** All Employees and Applicants

**FROM:** Jeffrey Long, Owner/Senior Vice President  
Mark Balent, Owner/President

**DATE:** August 20, 2012

It is the ongoing policy and practice of LONG Building Technologies, Inc. to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of race, color, national origin, sex, religion, age, sexual orientation, genetic information, disability, veteran status or any other status protected by applicable law.

The policy of equal employment opportunity (EEO) shall apply to all terms, conditions, and privileges of employment, including hiring, probation, testing, training and development, promotion, transfer, compensation, benefits, educational assistance, termination, layoffs, social and recreational programs, and retirement. LONG Building Technologies, Inc. is committed to making employment decisions based on valid requirements, without regard to race, color, national origin, sex, religion, age, sexual orientation, genetic information, disability, veteran status or any other status protected by applicable law. LONG Building Technologies, Inc. will analyze its personnel actions rigorously to ensure compliance with this policy.

LONG Building Technologies, Inc.'s EEO Coordinator is Amy Smith, Human Resources Manager, located at 5001 S Zuni St. Littleton, CO 80120, (303) 975-2126. She is responsible for compliance with state and federal EEO laws and affirmative action regulations. She is also responsible for implementing the LONG Building Technologies, Inc.'s Affirmative Action Plan (AAP), including equal employment practices, monitoring, and internal reporting. If you believe you have not been treated in accordance with this policy, please contact the EEO Coordinator. Our AAP for Veterans and the Disabled is available to you in her office during regular office hours or by appointment. All employees and applicants for employment are protected, by both company policy and equal employment opportunity/affirmative action regulations and law, from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation.

We personally endorse the policy of equal employment opportunity and ask your continued assistance and support in maintaining an environment that reflects LONG Building Technologies, Inc.'s commitment to equal and affirmative action. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy.