

**Clasen Quality Chocolate  
EQUAL OPPORTUNITY POLICY STATEMENT**

It is the policy of Clasen Quality Chocolate not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, national origin, sexual orientation or gender identity or because he or she is an individual with disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran, or thereafter referred collectively as "protected veterans." 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 shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other Federal, State, or local law requiring equal opportunity for individuals with disabilities; (3) Opposing any act of practice made unlawful by Section 503 or its implementing regulations in this part of any other Federal, State or local law requiring equal opportunity for disabled persons; or (4) Exercising any other right protected by Section 503 or its implementing regulations in this part.

Jay Jensen, our President and Owner, and all management are 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 Abby Bender as the Sr. HR Manager of Clasen Quality Chocolate. One of the Sr. HR Manager's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of the Clasen Quality Chocolate's programs.

In furtherance of Clasen Quality Chocolate's policy regarding Affirmative Action and Equal Employment Opportunity, Clasen Quality Chocolate has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that Clasen Quality Chocolate is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request between M-F 1-4pm at the Human Resources department. Any questions should be directed to me, your supervisor, or Abby Bender, Sr. HR Manager.

  
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Greg Bremig  
Executive VP-Operations

8 SEP 17  
Date