

1.1 Equal Employment Opportunity and Diversity and Inclusion Policy Statement

Basic Commerce and Industries, Inc. (BCI) is an equal employment opportunity employer. BCI affirms its long-standing commitment to maintain a diverse workforce reflective of the communities in which we operate, maintains a business culture that recognizes the contributions and interests of diverse cultural and social groups, and maximizes employee efforts by understanding individual differences and perspectives. It is the policy of BCI to refrain from employment discrimination as required by federal, state, and local enactments and to take action to realize full equal employment opportunity for all individuals. (Referred to herein as "EEO" matters.)

It is our belief that an organization achieves this goal only through leadership and focused implementation of equal employment opportunity without regard to race, color, national origin, ethnicity, sex, pregnancy, childbirth or related medical conditions, religion, age, sexual orientation, gender identity, disability, genetic information, protected veteran status (as defined under Vietnam Era Veterans' Readjustment Assistance Act of 1974), or a person's relationship or association with a protected veteran, including spouses and other family members, and any other personal characteristic protected by law. These policies maintain and enhance workforce diversity and apply to all employee actions including recruitment, staffing, compensation, promotion, transfer, demotion, social and recreational programs, layoffs, employee benefits, training and development, disciplinary actions, employment termination, and other general conditions of employment. BCI ensures all employment decisions are based only on valid job requirements. Regular review helps ensure compliance with this policy.

BCI will make a good faith effort to reasonably accommodate the physical and mental limitations of any qualified employee or applicant for employment who can perform the essential functions of the job unless such accommodation would impose undue hardship on the conduct of our business. We encourage applicants and employees to assist us in identifying accommodations that he or she may need to perform the job.

The Human Resources Manager will audit, report, and evaluate activities which pertain to our EEO objectives. Employees who need assistance in the clarification or resolution of EEO matters should contact their manager or the Human Resources Manager at 856-316-7583. If the circumstances make reporting an issue to either of these individuals difficult, employees should feel free to contact any member of management. Retaliation against any employee who participates in an investigation or proceeding under the law, or who has opposed discriminatory practices in the workplace is strictly prohibited and will not be tolerated.

Employees interested in reviewing the Affirmative Action Plan for Individuals with Disabilities and Protected Veterans should contact the Human Resources Manager at 856-316-7583 during regular working hours. If they would like to be considered under our Affirmative Action Plans for Employees with Disabilities and Protected Veterans, they should indicate this to their supervisor, or to the Human Resources Manager. Submission of this information is voluntary and refusal to provide it will not subject them to adverse treatment. Information submitted will be kept confidential except where otherwise indicated in the Act.

BCI's president fully supports our EEO objectives and directs the responsibility of all those with employment duties to seek to achieve those objectives. Moreover, it is the responsibility of each and every member of the staff of BCI to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of work life at BCI.