



HAMILTON COMPANY
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Equal Employment Opportunity Policy

Hamilton Company is firmly committed to a policy of equal opportunity and equal treatment for all applicants and employees, regardless of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, gender identity, genetic information, citizenship status, religious preference, or status as a disabled veteran or other protected veteran, in all phases of the employment process and in compliance with applicable federal, state, and local laws and regulations. All actions affecting personnel are administered fairly and in accordance with applicable laws. This policy applies to all terms and conditions of employment including, but not limited to, recruitment or recruitment advertising and hiring, layoff or termination, opportunities for advancement or promotion, demotion or transfer, recalls, participation in training programs, including apprenticeship, wages, rates of pay or other forms of compensation, salaries, or benefits.

Hamilton Company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose

the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by Hamilton Company, or (c) consistent with Hamilton Company's legal duty to furnish information.

Employees and applicants of Hamilton Company will not be subjected to any form of harassment or discrimination for exercising rights protected by, or because of their participation in an investigation or compliance review related to, the Americans With Disabilities Act, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, or any other federal or state non-discrimination law,

rule, or regulation. Such rights include protection against discrimination on the basis of a person's relationship or association with a protected veteran.

If you believe that you have been discriminated against in any manner as described above, you should notify Don Gay, Director of Human Resources, at (775) 858-3000 ext. 280 or don.gay@hamiltoncompany.com. Hamilton Company will continue to direct management personnel to take such action as may be required to prevent behavior prohibited by this policy. All matters will be investigated and appropriate disciplinary action will be taken, up to and including termination of employment, if necessary. Retaliation against anyone who complains of or witnesses behavior contrary to this policy is also prohibited.

Hamilton Company also maintains affirmative action programs to implement our equal employment opportunity policy for individuals with disabilities and protected veterans. Employees or applicants who wish to review the full narrative portion of Hamilton Company's Affirmative Action Program for individuals with disabilities or protected veterans may schedule an appointment to do so by contacting Don Gay, Director of Human Resources during 7:00 am to 3:30 pm.

Steve Hamilton

Chief Executive Officer