

II. **Policy Statement on Equal Employment Opportunity for Protected Veterans (41 C.F.R. § 60-300.44(a)]**

NCP Coatings, Inc. (NCP) proudly supports veterans of the United States military. As the Chief Executive Officer of NCP, I am committed to the principles of affirmative action and equal employment opportunity for protected veterans. Therefore, it is the policy of NCP not to discriminate because of protected veteran status and to take affirmative action to employ and advance in employment qualified protected veterans at all levels within the company. NCP will ensure that all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, will be administered without regard to status as a protected veteran. NCP will also provide qualified applicants and employees who are disabled veterans with needed reasonable accommodations, as required by law, and will ensure that all employment decisions are based only on valid job requirements.

NCP prohibits harassment of employees and applicants because they are protected veterans and will conduct training to try to prevent any harassment or discrimination before it occurs. NCP also prohibits retaliation against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing or otherwise seeking to obtain their legal rights under any Federal, State, or local EEO law requiring equal employment opportunity for protected veterans. Prohibited retaliation includes, but is not limited to, harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

Historically, NCP Coatings has employed a variety of policies and practices that have ensured that the company provided veterans with a fair and equal opportunity to work with NCP. However, in furtherance of NCP's policy regarding affirmative action and equal employment opportunity, NCP has developed a comprehensive written Affirmative Action Program (AAP) that sets forth the policies, practices and procedures that NCP is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified protected veterans is accomplished. This AAP is available for inspection by any employee or applicant for employment upon request, during normal business hours, in NCP's HR office located at 225 Fort St, Niles, MI 49120. Interested persons should contact the Human Resources Office at 269-683-3377 x 278 for assistance.

In order to ensure employment opportunity and affirmative action throughout all levels of NCP, I have designated NCP's Manager of Human Resources as the Equal Employment Opportunity (EEO) Officer for NCP. The EEO Officer will establish and maintain an internal audit and reporting system that will track and measure the effectiveness of NCP's AAP and show where additional action is needed to meet NCP's objectives.



Charlton Keultjes, CEO