



**To:** All Caldwell Tanks, Inc. Employees

**From:** Bernard S. Fineman, President

**Subject:** Affirmative Action/Equal Employment Opportunity Statement

**Date:** February 8, 2017

Caldwell Tanks, Inc. has an established Affirmative Action Program which guides the implementation of our Equal Employment Opportunity Policy.

Caldwell Tanks, Inc. has a long standing commitment to equal employment opportunity to all qualified persons. As an essential part of this policy, we provide Equal Employment Opportunity to all persons, including opportunities for employment, compensation, training, advancement (including upgrading, promotion, and transfers) and terminations of employment (including layoffs and recalls) for all persons, without discrimination because of race, color, religion, national origin, gender, sexual orientation, gender identity, age, veteran status, or disability.

I have delegated the authority for carrying out this policy to Gina Franke, Human Resources Manager who has my full support for compliance activities. However, I am ultimately responsible for the effectiveness of our Affirmative Action Program. Any employee(s) who feel they are the victim of discrimination may report their feelings to the Human Resources Manager, their Supervisor, or to me.

All members of management and all employees are responsible for supporting and carrying out our policy of Equal Employment Opportunity for all persons and cooperating with our Affirmative Action Program designed to achieve it. Employees who wish to avail themselves of the benefits of Caldwell Tanks, Inc. Affirmative Action Program should contact the Human Resources Manager.

Our Affirmative Action Program, including the plans for Individuals with Disabilities and Qualified Targeted Veterans, is available for employees and applicants to inspect upon request. The program may be inspected in the Human Resources Department during normal business hours. Persons wishing to inspect the program may arrange to do so by contacting the Human Resources Manager.

Bernard S. Fineman  
President