



Compliance with EEO Policies

Wednesday, January 11, 2012

Dear Shields Bag & Printing Co. Customer;

Shields Bag & Printing Co. is committed to an Equal Employment Opportunity for all of our current and prospective employees and applicants. It is the company's policy to recruit, hire, train, pay, promote, discipline, provide benefits, and provide employment opportunities regardless of race, color, religion, creed, age, sex, national origin or ancestry, marital status, sexual orientation, or disability status. We further believe in complete compliance with all applicable state and federal employment laws.

Our employees' safety and welfare is taken very seriously. Our management team is committed to taking every possible precaution to maintain a safe working environment. We take a proactive approach to safety and meet often to head off potential hazards before they become serious. Every incident is investigated by management to ensure that there will not be a recurrence. Employees are engaged in keeping Shields as safe as possible through committees and incentive plans set out by the company.

Shields is a family owned non-union employer but all employees have the right, without reprisal, to join or be a member of any third party group (including a labor union) that they so choose. Minors are only employed in accordance with our Minor Work Permit issued by the state of Washington, and hours and break rules are strictly enforced. We are very proud that we have such a diverse workforce and we have never had a valid complaint to any regulatory agency. We provide all employees a handbook of policies so that our intent is clearly expressed. At any time, if you would like to review those policies please let us know.

For further information, please do not hesitate to contact me directly at 509-577-9570.

Sincerely,

A handwritten signature in black ink that reads "Brian T. Koenig". The signature is written in a cursive, slightly slanted style.

Brian T. Koenig, PHR
Human Resources Director

Employment Policies

Equal Employment Opportunity

It is the policy of Shields Bag and Printing Co. to provide Equal Employment Opportunity (EEO) to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law; and
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

We believe in and practice equal opportunity. The Director of Human Resources serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our Company in meeting its objectives. Shields Bag and Printing Co. expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or veteran status. Improper interference with the ability of Shields Bag and Printing Co. employees to perform their expected job duties is absolutely not tolerated and will be dealt with as explained in our disciplinary policy.

Discrimination and Harassment

Equal opportunity is provided in the employment of individuals regardless of age, sex, race, creed, etc. The same policy of non-discrimination is applied to wages, working conditions and advancement opportunities.

Neither Shields Bag and Printing Co. nor any of its employees will discriminate against any qualified applicant or qualified employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status or veteran status. Shields' policies will be interpreted as follows:

- a. Shields Bag and Printing Co. will comply with all laws and regulations of the state and federal governments pertaining to the employment of all individuals.
- b. Shields Bag and Printing Co. will hire and employ persons with physical disabilities for employment based upon their capability to perform a particular job with or without reasonable accommodation. Any applicants requiring reasonable accommodation in order to apply for a particular position and employees who need reasonable accommodation to perform job duties should contact the Human Resources Department.

Workplace Harassment Policy

Shields Bag and Printing Co.'s policy is to provide a work environment that is free from harassment and provides an Equal Employment Opportunity (EEO Employer) for all employees. Therefore Shields Bag and Printing Co. will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace or employees of the company.

Sexual harassment, *one type of prohibited harassment*, warrants special mention. Sexual harassment has been defined according to Shields Bag and Printing Co. guidelines as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- *Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;*
- *Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or*
- *Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.*

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. If you feel comfortable enough to do so, politely, but firmly tell the harasser that his or her actions are not welcome and they must stop.
2. Notify your Supervisor or the Human Resources Department of the incident immediately, even if you feel that it was a onetime only incident. If your supervisor is unapproachable on this matter, notify (preferably in writing) a member of Shields Bag and Printing Co.'s Administration or Human Resources.
3. Shields Bag and Printing Co. Administration and Human Resources Department will begin the investigation and will keep you informed of progress and remedial action of the situation.
4. Report any additional incidents or retaliation that may occur to your Supervisor, the Human Resources Department or a member of Administration.

Any reported incident will be investigated promptly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Shields Bag and Printing Co.'s obligation to investigate and act upon reports of such harassment. Appropriate actions will be taken by Shields Bag and Printing Co. to stop and remedy any and all such conduct, including interim measures during a period of investigation.

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including immediate termination.

Each employee is responsible for supporting and adhering to this policy. Employees should never tolerate inappropriate behavior. They should make their feelings known to the offending employee. But if they are not comfortable doing this, then they must promptly report any offending behavior, whether such behavior is directed towards them personally or to other employees of the company, to their supervisor or the Human Resources Department. Employees are encouraged to report concerns about discrimination or harassment before behaviors become severe or pervasive, as Shields Bag and Printing Co. prefers to stop discrimination or harassment before it rises to the level of a violation of the anti-discrimination laws. Supervisors and managers who know or receive reports of offending behavior must promptly notify any member of the Human Resources and/or Shields Bag and Printing Co. administration staff so that appropriate action can be taken; failure to do so may result in disciplinary actions for failure to report.

I-9 Immigration Reform Policy

Shields Bag and Printing Co. complies with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

Shields Bag and Printing Co. complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Department of Homeland Security Form I-9). If an individual cannot verify his/her right to work within three days of hire, Shields Bag and Printing Co. must terminate his/her employment.

Accommodation of Disabilities

Shields Bag and Printing Co. is committed to providing equal employment opportunities to individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and any other applicable federal, state, and local laws, which may include providing reasonable accommodation where appropriate. In accordance with applicable law, we will undertake or provide reasonable accommodation to enable qualified individuals with disabilities to perform the essential functions of their position. It is the responsibility of any such individual to notify the Human Resources Manager or his or her supervisor of the existence of a protected disability and the need for accommodation.

When appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. We will work with you to determine whether any reasonable accommodations can be made that will enable you to perform the essential functions of your position.