



Cambridge Valley Machining, Inc.

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DATE: July 1, 2017
TO: All Employees and Applicants
FROM: James D. Moore, President
SUBJECT: Reaffirmation of EEO Policy

A handwritten signature in black ink, appearing to be "J. Moore", is written over the "FROM" and "SUBJECT" lines of the memo header.

The employees of Cambridge Valley Machining are our most important asset. Our continued success and development depends on the future and effective use of all of our skills and talents to their fullest extent. Cambridge Valley Machining has an obligation to hire and develop the best people we can find based on job-related qualifications and irrespective of any characteristics protected under applicable law.

Cambridge Valley Machining is committed to the principles of Equal Employment Opportunity and Affirmative Action because it is morally right and legally required. It is the obligation of each officer, manager, and supervisor to ensure all employment activities are conducted in an equal and equitable fashion, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law.

Such employment activities include, but are not limited to: recruitment, advertising, selection, hiring, training, promotion, upgrade, demotion, transfer, layoff, discharge, return from layoff, leaves of absence, performance evaluation, rate of pay, other compensation and fringe benefits and selection for training, including apprenticeship, at all levels of employment.

Further, the 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.

We will be measuring ourselves against specific objectives which will continue to move our organization toward full and equal participation of all employees in the numerous opportunities available here. Periodic analysis will ensure our progress towards these goals.