

BAKER ROOFING COMPANY

WE SHALL DO GOOD WORK AT A PROFIT IF WE CAN AT A LOSS IF WE MUST BUT ALWAYS GOOD WORK

QUALITY ROOFING SINCE 1915

COMMERCIAL ROOFING, HVAC/HI UPS,
COMMERCIAL ROOF REPAIRS, BUILT UP,
EPDM, MODIFIED BITUMEN, METAL, TIN,
COPPER, ZINC, ROOF COATINGS, FLOOR
COATINGS, WALL COATINGS, SECONDARY
CONTAINMENT, INDUSTRIAL COATINGS,
POOL DECK COATINGS

919.828.2975 : 517 MERCURY STREET
RALEIGH, NC

CONCRETE RESTORATION, MASONRY
RESTORATION, HISTORICAL PRESERVATION,
WATERPROOFING, CAULKING, PARKING
DECK REPAIR & RESTORATION, RESIDENTIAL
ROOFING, SIDING, WINDOWS, DOORS,
GUTTERS, INSULATION, SUNROOM AND
PORCH INSTALLATION.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION STATEMENT OF POLICY

It is, has been, and will continue to be the policy of **Baker Roofing Company** to provide equal employment opportunity without regard to race, color, age, religion, sex, national origin, disability, protected veteran status, sexual orientation, gender orientation, or any other legally protected status. Further, it is the policy of this Company to undertake affirmative action in compliance with all federal, state, and local requirements. I wish to take this opportunity to issue a formal reaffirmation of this policy and to assure each applicant, employee and party with whom we do business of my personal commitment to our equal opportunity and affirmative action objectives.

It is the policy of the **Baker Roofing Company** to hire well-qualified people to perform the many tasks necessary in providing high quality products and services at a reasonable cost. An integral part of this policy is to provide equal employment opportunity for all persons by administering recruitment, hiring, training, promotion, compensation, benefits and privileges of employment, appointments for advancement (including upgrading and promotion), transfers, relocations, social and recreation programs, and terminations of employment (including layoffs and recalls) for all employees without discrimination because of race, color, religion, national origin, sex, age, disability, protected veteran status, sexual orientation, gender identity or any other legally protected status. To further the principle of equal employment opportunity, all employment decisions of **Baker Roofing Company** are based only on valid job-related requirements.

Harassment, retaliation, coercion, interference, or intimidation of an employee due to an employee's race, color, religion, national origin, sex, age, disability, protected veteran status, sexual orientation, gender identity, military membership, application, or obligation, or other legally protected status is strictly forbidden. Such activity should be reported to an employee's manager, the Human Resources Manager, or the Vice-President of Human Resources immediately. Every employee at **Baker Roofing Company** is responsible for furthering the implementation of this policy.

Additionally, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may engage in, any of the following activities (1) Filing a complaint; (2) Assisting or participating in an investigation, compliance review/evaluation, proceeding, hearing, or any other activity relating to the enforcement of Title VII of the Civil Rights Act of 1964 ("Title VII") or the administration of section 503 of the Rehabilitation Act of 1973, as amended ("Section 503"), the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended ("VEVRAA"), or any other federal, state, or local law requiring equal opportunity for disabled persons or protected veterans; (3) Opposing any act or practice made unlawful by Title VII, section 503, VEVRAA, or their implementing regulations, or any other federal, state, or local law requiring equal opportunity for disabled persons or protected veterans, or; (4) Exercising any other right protected by Title VII, Section 503, VEVRAA, or their implementing regulations.

A system to audit, report, and monitor the achievements and goal attainment set forth in the **Baker Roofing Company's** Affirmative Action Program has been established and results will be reported to the top management of **Baker Roofing Company** on at least an annual basis.

As an **Executive Vice-President**, I retain the overall responsibility for **Baker Roofing Company's** Equal Employment Opportunity and Affirmation Action Programs. The administration and implementation of these important programs for women, minorities, individuals with disabilities, and protected veterans are the responsibility of **Gissela B. Cornejo, HR Vice-President** the Equal Opportunity Officer. I ask that each manager and supervisor join me in full support of the principles of equal opportunity and affirmative action. Violation of this policy is a disciplinable offense.

John C. Matthews
Executive Vice-President
Baker Roofing Company
January 1, 2015