

Equal Employment Opportunity and Affirmative Action Policy

The purpose of these policies is to affirm and communicate DAI's policy as an equal opportunity and affirmative action employer and to outline its commitment to these principles.

DAI is an equal employment opportunity/affirmative action employer that takes affirmative action to employ and advance qualified minorities, women, individuals with disabilities, disabled veterans, active duty wartime or campaign badge veterans, recently separated veterans, Armed Forces Services Medal veterans, and other protected individuals. It is our belief that a company achieves these goals only through leadership and focused implementation of results-oriented affirmative action plans and equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, marital status, age, personal appearance, family responsibilities, political affiliation, physical or mental disability, veteran status, or any other basis protected by law.

DAI is also committed to pay transparency and 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. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with DAI's legal duty to furnish information.

Furthermore, DAI adheres to the Americans with Disabilities Act (ADA & ADAAA), Rehabilitation Act (Section 503) and the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) and affirmatively treats all applicants and employees with disabilities in accordance with the requirements of this law. DAI evaluates individuals based on abilities, not disabilities, and gives full and equal employment opportunities to each person with the ability to perform the essential functions of his or her job, with or without reasonable accommodations. As a result, DAI urges applicants and employees to declare any special needs to allow discreet, confidential, and prompt consideration of reasonable accommodations.

Specifically, DAI commits to:

- Recruit, hire, train, and promote the most qualified persons in all job classifications;
- Ensure that promotion decisions align with principles of equal employment opportunity by using only job-related requirements in the selection process;
- Establish and maintain human resources policies and programs that are administered fairly and equitably, without discrimination based on race, color, religion, sex, national origin, ancestry, marital status, age, personal appearance, sexual orientation, gender identity, family responsibilities, political affiliation, physical or mental disability, or veteran status, or any other basis protected by law;
- Improve the representation of qualified women and minorities in departments and in job groups where under-representation exists by developing programs and goals toward this end;
- Take affirmative steps to prepare women and minority group members for advancement within DAI; and
- Provide a work environment for everyone that is free of all forms of harassment.

These policies maintain and enhance workforce diversity and apply to all employee actions including staffing, compensation, promotion, transfer, demotion, social and recreational programs, layoffs, employee benefits, training and development, disciplinary actions, employment termination, and other general conditions of employment.

The President and Chief Executive Officer, along with all DAI managers, affirms DAI's long-standing commitment to hire and develop a diverse workforce, maintain a business culture that recognizes the

contributions and interests of diverse cultural and social groups, and maximizes employee efforts by understanding individual differences and perspectives. DAI intends to be a role model as an employer and to the public by valuing diversity and requires every DAI employee to assist in achieving the goals of these policies.

Employees interested in reviewing the Affirmative Action Plans for Individuals with Disabilities and Protected Veterans should contact the Vice President, Human Resources during regular working hours. If you would like to be considered under our Affirmative Action Plans for Employees with Disabilities and Protected Veterans, please indicate this to your supervisor, or to a Human Resources Manager. Submission of this information is voluntary and refusal to provide it will not subject you to adverse treatment. Information submitted will be kept confidential except where indicated in the Act.

Employees who need assistance in the clarification or resolution of EEO matters should contact their manager or a Human Resources Manager. If the circumstances make reporting an issue to either of these individuals difficult, feel free to contact any member of management. Retaliation against any employee for making an EEO claim or participating in the investigation of a complaint is strictly prohibited and will not be tolerated.



James Boomgard
President and Chief Executive Officer

31 MAY 2018

Date