



Equal Employment Opportunity Policy Statement

JFF will make all reasonable efforts to live up to its Equal Opportunity policy and Affirmative Action Plan. The Plan has been prepared to accurately reflect the company's status, its actions to date, and its intentions for the future. The President and CEO supports the Affirmative Action Program and assigns overall responsibility for fulfillment of the Equal Employment Opportunity policy and Affirmative Action Plan to the Vice President of People & Culture, who will periodically conduct analyses of all personnel actions to ensure that the company is living up to its stated intention.

Employment practices at the company are non-discriminatory and are based upon factors that are job-related. Factors such as race, color, religion, gender, national origin or ancestry, disability, veteran status, military service, age, sexual orientation, genetic information, and gender identity are not job-related. The Affirmative Action Plan is designed to report and monitor all related procedures that will include, but will not be limited to:



Recruiting, hiring, training, and promoting applicants and employees in all job classifications without discrimination;



Ensuring that all other personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs, will be administered without discrimination.

JFF promises not to retaliate against any person who files a complaint concerning Equal Opportunity or Affirmative Action and will ensure that no one harasses, intimidates, threatens, coerces, or discriminates against any individual exercising rights under this policy.

The Persons with Disabilities and Veterans Affirmative Action Plan is available for inspection in the Human Resources Department during normal business hours. Please contact the Vice President of People & Culture for further information.