



**Day & Zimmermann NPS®**

*We do what we say.®*

## Respect and Responsibility: Company Policies on Non-Discrimination and Harassment

March 20, 2008

*From Hal Yoh, Chairman and CEO*

As a Company, we're committed to making Day & Zimmermann a more inclusive organization based on mutual respect and appreciation for the diversity that all people bring to our Company. That's why I believe it's important to restate and reaffirm the Company's policies on non-discrimination and harassment in all aspects of business.

1. [Harassment Policy](#)
2. [Affirmative Action Invitation](#)
3. [ADA](#)

Each and every one of us has the responsibility to respect the integrity and dignity of co-workers, clients, vendors, and anyone else with whom we come in contact through the course of business. It means maintaining a work environment that is professional, with language and behavior that respects people of diverse backgrounds. I ask each of you to commit personally to maintaining Day & Zimmermann's policies and standards regarding Equal Opportunity Employment, Affirmative Action, non-discrimination and harassment. I urge you to read the remainder of this email thoroughly and each of the attachments.

DAY & ZIMMERMANN IS AN EQUAL OPPORTUNITY EMPLOYER where people are hired on the basis of merit and the ability to perform a particular job. Our policy is to provide equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, national origin, citizenship, marital or veteran status, sexual orientation, gender identity, age, disability, medical condition or any other classification protected by applicable law.

The sole basis for decisions regarding employment status has been, and will continue to be, an individual's qualifications based on valid, non-biased job requirements in positions being filled. This policy applies to all aspects of employment, including but not limited to the following: recruitment, hiring, promotions, transfers, compensation, benefits, layoffs, terminations, educational tuition assistance, and Company-sponsored training and recreational programs.

The Company will continue to assert leadership within the community and to put forth maximum effort to achieve full employment and utilization of qualified people of color, women, disabled individuals, and veterans of the Vietnam Era at all levels of the work force.

Day & Zimmermann further recognizes that the effective application of a policy involves more than a policy statement. Therefore, the Company has an Affirmative Action Program to make known that equal employment opportunities are available on the basis of individual merit, and to encourage all people to seek employment with the Company and to strive for advancement on that basis.

Reporting and monitoring procedures have been developed to ensure that all personnel actions are in strict compliance with the Company's Equal Employment Opportunity Policy and Affirmative Action Program. I have assigned responsibility for the administration of the Affirmative Action Program to the Vice President of Human Resources and the Vice President and General Counsel.

THE COMPANY HAS IMPLEMENTED AND ADHERES TO A POLICY OF NON-DISCRIMINATION. Any form of discrimination or harassment, including sexual harassment, will not be tolerated by the Company, as outlined in the attached memo about Day & Zimmermann's harassment policy (see attachment 1). Please take the time to familiarize yourself with this policy.

THE COMPANY PROHIBITS ANY FORM OF DISCRIMINATION AGAINST QUALIFIED INDIVIDUALS WITH DISABILITIES as described in the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. As required by law, the Company provides reasonable accommodation for any known physical or mental limitation of qualified disabled applicants and employees who otherwise qualify for a job, unless the accommodation would impose an undue hardship on the Company. Additionally, handicapped persons, disabled veterans, and Vietnam Era veterans can opt to be included in the Company's Affirmative Action Program, as stated by the Rehabilitation Act of 1973 (see attachments 2 and 3).

Finally, I expect every manager, supervisor, and employee to support our program and comply with both the law and our Company policy. If you need help in resolving a problem in any area, contact The Ethics and Employee Advocate Help Line at 1-877-319-0270.

Employees who are found to have violated Day & Zimmermann's policies and standards will be subject to disciplinary action that ranges from reprimand to termination, prosecution, and demand for reimbursement of any loss or damage sustained by the Company.

While these policies are attached below, they are also posted in all of our facilities and are available to you for reference and guidance by linking to the EEO/Affirmative Action/Non-discrimination policy at <http://www.mydayzim.com/policies/1402+.htm> and the Harassment policy at <http://www.mydayzim.com/policies/1402-01.htm>.

I'm counting on each of you to help keep Day & Zimmermann a place where we are all proud to work

*Hal*