

## Policy Statement

### Affirmative Action Program

The directors and officers of NW Pump & Equipment Co. have long held the belief that our objectives can best be achieved by utilizing to the fullest extent the human resources available to us. This policy statement is intended to remind employees that our policy is to not discriminate in employment. We take affirmative action so that discrimination does not occur on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, physical or mental disability, or veteran's status. Employment decisions will be made so as to further the principle of equal employment opportunity.

Northwest Pump strives to hire, recruit, train, and promote employees in job classifications without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, or veteran's status. Employment decisions, such as compensation, benefits, transfers, layoffs, return from layoffs, training, Northwest Pump-sponsored education, tuition assistance, social, and recreation programs will be administered without discrimination. Only valid job requirements will be imposed for promotional opportunities, so that promotion decisions are in accordance with the principles of equal employment opportunity.

Northwest Pump also prohibits any harassment of employees based on race, color, sex, sexual orientation, gender identity, religion, national origin, disability, or veteran's status. Any incidents of harassment should be reported immediately to a supervisor, manager, HR, or a senior manager. Reports will be investigated and appropriate disciplinary action will be taken, which may include discharge, if prohibited harassment is found to have occurred.

Northwest Pump prohibits discrimination against applicants or employees based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Each manager, supervisor, and employee is responsible for carrying out our equal employment policy. Overall responsibility is assigned to Lacey Hall, HR Director, who may be reached at 2800 NW 31<sup>st</sup> Avenue, Portland, OR 97210, (503) 205-2106. She will monitor compliance with this policy and will report to me on a regular basis.

As of October 1, 2019



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Mark Mathews  
Chief Executive Officer