

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

I. INTRODUCTION

Federal laws and regulations, state laws and regulations and Executive Orders make it illegal for Patz Corporation to discriminate on the basis of race, color, creed, religion, sex, marital status, age, national origin, ancestry, citizenship, arrest record, conviction record, disability, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this State, use or nonuse of lawful products off the Corporation's premises during nonworking hours, or status as a disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, or an Armed Forces service medal veteran, or any other legally protected status, as required by applicable law. Applicable laws also require that the Corporation take "affirmative action" to insure equal employment opportunities.

While there is a legal responsibility imposed on the Corporation not to discriminate, the Corporation firmly also believes that it is both morally right and socially advantageous not to discriminate.

II. CORPORATE POLICY

The Corporation's policy has been and will continue to be to recruit, hire, train, upgrade, transfer, demote and promote persons in all job titles without regard to any of these protected statuses, as required by law; base decisions on employment so as to further the principle of equal employment opportunity; insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; insure that all personnel actions such as recruitment, recruitment advertising, rates of pay or other compensation, benefits, transfers, layoffs, return from layoff, company-sponsored training, education, tuition assistance and social and recreation programs, will be administered without regard to any of these protected statuses, as required by law. The Corporation will not subject any employee or applicant to harassment, intimidation, threats, coercion or retaliation for participating in activities related to the administration of laws requiring affirmative action and equal employment opportunity, for opposing any actions made unlawful by those laws, or for exercising any other rights protected by those laws.

Furthermore, it has been and will continue to be the Corporation's policy to maintain an affirmative action program designed to insure that equal opportunity is in fact provided.

III. IMPLEMENTATION OF THE POLICY

The Corporation has assigned responsibility for the implementation of this policy to Mark Crowley, who will act as the Corporation's Affirmative Action Officer. Mr. Crowley will obtain such evidence as may be required to establish that this policy is being carried out at all levels of executive, management and supervisory personnel. He will review the Affirmative Action Program periodically to insure its completeness and effectiveness.

Mr. Crowley will work with all levels of executive, management and supervisory personnel to insure that the Affirmative Action Program is implemented in all day-to-day decisions concerning recruitment, job placement, promotions, demotions, layoff, recall and other personnel actions. He will carry out or where necessary recommend such innovations in the Corporation's practices as may be required to insure that the specific provisions and the spirit of this policy are being implemented. He will provide executive management with periodic oral or written reports, as may be necessary, measuring the effectiveness of the Affirmative Action Program.

Portions of the Affirmative Action Program are available for review by applicants and employees in accordance with applicable law between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday. Appointments should be made with Mr. Crowley at (920) 897-9227.

PATZ CORPORATION

Jon Patz, President

Date

9-16-24



INVITATION TO EMPLOYEES AND APPLICANTS

Patz Corporation is a government contractor subject to the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, and Section 503 of the Rehabilitation Act of 1973 (the "Acts"). These legislative acts require government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities and veterans who may be classified as a disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, or an Armed Forces service medal veteran (collectively, "Protected Veterans").

If you have a disability or are a Protected Veteran and would like to be considered under the Affirmative Action Program, please tell us. The Company will also invite applicants and employees to self-identify as individuals with disabilities and Protected Veterans in accordance with the Acts. The Corporation will make reasonable accommodation for disabilities of applicants and employees unless to do so would impose a hardship on the conduct of the Corporation's business.

Submission of the information is voluntary and refusal to provide it will not subject you to adverse treatment. If you do not desire to benefit from the program now, but change your mind in the future, feel free to tell us at that time.

Information you submit shall be kept confidential, except that:

1. Supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and special disabled veterans, and regarding necessary accommodations;
2. First-aid and safety personnel may be informed when and to the extent appropriate, if the disability might require emergency treatment; and
3. Government officials investigating compliance with the Acts or the Americans With Disabilities Act may be informed.

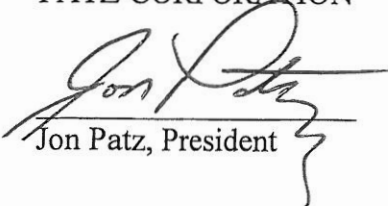
In order to assure proper placement of all applicants and employees, we encourage you tell us about the following **(items 1 and 2 below apply only to employees and those applicants who have already received an offer)**:

1. Any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind;
2. The accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain non-essential duties relating to the job, provision of personal assistance services or other accommodations; and
3. Any special accommodations you need to be able to apply for the job.

The Corporation's Affirmative Action Program, absent the data metrics required by 41 C.F.R. §§ 60-300.44(k) and 60-741.44(k), is available for inspection, in the Human Resources Department between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday. Appointments to view the Program should be made with Mark Crowley, the Corporation's Human Resources Manager, at (920) 897-2251. Any information provided will be used only in ways not inconsistent with the Acts.

Patz Corporation has developed an internal procedure to consider complaints of individuals covered by this plan. Persons who believe that they have been subject to discrimination should contact Mark Crowley at the above-mentioned number. The Affirmative Action Officer will ensure that the complaint is investigated and that a prompt response is provided.

PATZ CORPORATION



Jon Patz, President