

EQUAL OPPORTUNITY EMPLOYMENT

Equal Employment Opportunity has been and will continue to be, a fundamental principle at SMG. Employment is based upon personal capabilities and qualifications regardless of race, color, religion, sex, age, national origin, disability, marital status or any other protected characteristic as established by federal law. In addition, SMG complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Specifically:

- Employment opportunities are and shall be open to all qualified applicants solely on the basis of their experience, aptitudes, abilities and training;
- Advancement is and shall be based entirely on the individual's achievement, performance, ability, attitude and potential for promotion.

SMG is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, SMG expects all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

The Human Resources Department, in compliance with all federal, state and local laws, has overall responsibility for this policy and maintains the reporting and monitoring of procedures. Employees' questions or concerns should be referred to the Human Resources Department.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.