



## Memorandum

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**TO:** All MCNC Employees and Applicants

**FROM:** Jean Davis  
CEO & President

**SUBJECT:** Affirmative Action Statement

**DATE:** June 15, 2015

It is, has been, and will continue to be the policy of MCNC to provide equal employment opportunity without regard to race, color, age, religion, gender, national origin, disability, veteran status or other legally protected status. Further, it is the policy of this Company to undertake affirmative action in compliance with all federal, state, and local requirements. I wish to take this opportunity to issue a formal reaffirmation of this policy and to assure each applicant, employee and party with whom we do business of my personal commitment to our equal opportunity and affirmative action objectives.

Our continued success depends heavily on the full and effective utilization of qualified persons. I will continue to direct our employment practices toward ensuring equal opportunity for all. The Company intends that all matters related to recruiting, hiring, training, compensation, benefits, promotions, transfers, terminations and layoffs and recalls, as well as all company-sponsored social and recreational programs and all treatment on the job be free of unlawful discriminatory practices.

As a federal contractor we are obliged to keep records, make reports to the federal government, develop written Affirmative Action Programs and otherwise document the results of our good faith efforts to ensure equality of employment opportunity at MCNC.

As CEO & President, I retain the overall responsibility for MCNC's Equal Employment Opportunity and Affirmation Action Programs. The administration and implementation of these important programs for women, minorities, individuals with disabilities, disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans and armed forces service medal veterans are the responsibility of Betsy Hine, the Equal Opportunity Officer. I ask that each manager and supervisor join me in full support of the principles of equal opportunity and affirmative action. Violation of this policy is a disciplinable offense.

Pursuant to this policy, any person desiring to inspect or to voluntarily participate in MCNC's affirmative action plan for persons with disabilities or veterans should contact the Human Resources office between 9:00am and 4:00pm, Monday through Friday. Information provided by employees or applicants participating in the plan(s) will be on a voluntary basis and kept confidential. Refusal to submit this information or participate in the plan(s) will not result in detrimental treatment.