

January 1, 2024

TO: EMPLOYEES AND
APPLICANTS FOR EMPLOYMENT

FROM: David Prince
PRESIDENT

RE: REAFFIRMATION OF EEO POLICY

INSOUTH hereby reaffirms its commitment to the principle of Equal Employment Opportunity in its personnel policies and practices. It is INSOUTH's policy to recruit, hire, train and promote into all job levels, employees and applicants for employment without regard to race, color, religion, age, sex, marital status, national origin, physical or mental disability, or veteran status. All such decisions are based on (1) individual merit, qualifications, and competence as they relate to the particular position, and (2) promotion of the principle of equal employment opportunity.

All other personnel programs such as compensation, benefits, transfers, layoff, return from layoff, training, education, tuition assistance, and social and recreational programs are administered without regard to race, color, religion, age, sex, national origin, physical or mental disability, or veteran status.

INSOUTH has developed and implemented an Affirmative Action Plan to support its commitment to the principle of equal employment opportunity. This plan describes, in detail, the policies and procedures used in the company's operations to carry out its commitment.

In addition, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made explicitly or implicitly a condition of an individual's employment or submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee.

Prohibited harassment includes conduct which has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile or offensive to the employee. Harassment based on a person's race is also prohibited. Any employee who feels that a violation of this policy has occurred should immediately report the matter to their supervisor. If that person is unavailable or the employee believes it would be inappropriate to contact his/her supervisor, the employee should contact their supervisor's supervisor. Each complaint will be investigated and any violations will be remedied. The complaining employee will not be affected in employment with the company as a result of bringing the harassment complaints to the attention of the company.

Natalie Lane, has been appointed Corporate EEO Officer. She is responsible for administering the company's affirmative action program and will report to senior management on a continuing basis with regard to the progress being made under the Plan. Anyone having questions, comments or complaints regarding the company's equal and affirmative action policies should contact Natalie Lane.