



POLICY STATEMENT

On behalf of CENTRA, this is a statement of intention to make all reasonable efforts to live up to its Equal Opportunity policy and Affirmative Action Plan. The Plan has been prepared to accurately reflect the company's current status, its actions to date, and its intentions for the future. The CEO indicates support for the Affirmative Action Program and assigns overall responsibility for fulfillment of the Equal Employment Opportunity policy and Affirmative Action Plan to the Director of Human Resources who will periodically conduct analyses of all personnel actions to ensure that the company is living up to its stated intention.

The management of the company is responsible for the ongoing monitoring of all personnel actions in their respective areas of supervision, and will carry out the intentions of the Equal Opportunity policy and Affirmative Action Plan to the fullest extent possible.

Employment practices at the company are non-discriminatory and are based upon factors that are job-related. Factors such as race, color, religion, gender, national origin or ancestry, disability, military service, veteran status, age, sexual orientation, gender identity, or genetic information are not job-related. The Affirmative Action Plan is designed to report and monitor all related procedures that will include, but will not be limited to:

1. Recruiting, hiring, training, and promoting applicants and employees in all job classifications without discrimination;
2. Basing decisions on employment so as to further the principle of equal employment opportunity;
3. Ensuring that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and
4. Ensuring that all other personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs, will be administered without discrimination.

CENTRA promises not to retaliate against any person who files a complaint concerning Equal Opportunity or Affirmative Action and will ensure that no one harasses, intimidates, threatens, coerces, or discriminates against any individual exercising rights under this policy.

The Persons with Disabilities and Veterans Affirmative Action Plan is available for inspection in Human Resources during normal business hours. Please contact Human Resources for further information.