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# J. A. McDONALD, INC.

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P.O. Box 132, Lyndon Center, VT 05850 (802) 626-5201  
E-Mail jamcdonaldinc@charter.net

## Equal Employment Opportunity/ Affirmative Action Policy

1. J.A. McDonald, Inc. establishes and through implementation of this policy mandates, that all employees comply with Executive Order 11246 and 11375, as amended, which provides for equal employment opportunity of all employees and applicants for employment.

2. Accordingly, J.A. McDonald, Inc. will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, veteran status or disability. The legal and moral obligation of J.A. McDonald, Inc. to not discriminate includes, but is not limited to, the following personnel actions:

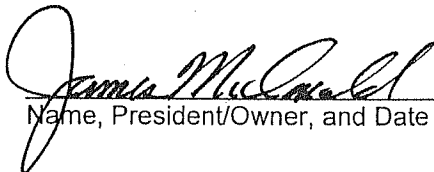
**ADVERTISING, RECRUITMENT, HIRING, PLACEMENT, TRANSFER, TERMINATION,  
TRAINING, UPGRADING, PAY RATES, FRINGE BENEFITS, LAYOFF AND DEMOTION**

3. J.A. McDonald, Inc. will not maintain segregated facilities. The term "segregated" means to separate by race, color, religion, national origin, disability, and age. Therefore, our firm will not have segregated waiting rooms, work areas, rest and wash rooms, eating areas, parking lots, drinking fountains, transportation and housing facilities.

4. It is also the policy of J.A. McDonald, Inc. to comply with Section 703 or Title VII of the Civil Rights Act of 1964 as amended. Accordingly, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which are used as conditions of employment decisions or which operate to create and intimidating, hostile or offensive working environment, will not be tolerate by J.A. McDonald, Inc.

5. I have appointed Marc Boudreau as my representative in these matters. As EEO Officer, Marc Boudreau is responsible for overseeing compliance to EEO matters.

If you have any questions or concerns feel free to contact either Marc Boudreau or me at (802) 626-5201.

 1-17-11  
Name, President/Owner, and Date