

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

MCNB has been and will continue to be an equal employment opportunity employer. To ensure full implementation of this policy we will adhere to the following standards:

- Persons will be recruited, hired, and promoted for all jobs without regard to race, religion, color, national origin, sex, age, gender identity, sexual orientation, or genetic information
- Placement decisions will be based solely on individual qualifications
- Other personnel actions such as compensation, benefits, transfers, layoffs, terminations and Company sponsored programs and activities will be administered without regard to race, religion, color, national origin, sex, age, gender identity, sexual orientation, or genetic information

MCNB provides equal employment opportunity for disabled workers, disabled veterans, and other protected veterans. Harassment of any individual because of a disability will not be tolerated. Employees and applicants will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have filed a complaint, assisted in any activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, or exercised any other right protected by the Act.

MCNB also has had a long standing commitment to provide a work environment free from all forms of sexual harassment. Any substantiated incidents of sexual harassment by a management or supervisory employee or co-workers will result in immediate disciplinary action. It is the responsibility of every employee to bring to the Company's attention any evidence of sexual harassment so that the matter can be promptly investigated and appropriate action taken.

Each manager of the Company is responsible for ensuring compliance with this policy. The President will work to ensure that the equal employment opportunity policy is being implemented at all levels. If you have a question about MCNB's policy or if you feel that you have been a victim of discrimination or harassment, you should contact your immediate supervisor or Sandy Andrigo, Human Resources Director, who is the designated EEO compliance officer at 304-436-4112.

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John P. Reed  
President/CEO