



EEO and AAP POLICY STATEMENT

On behalf of First Realty, 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. Overall responsibility for fulfillment of the Equal Employment Opportunity policy and Affirmative Action Plan is assigned to Whitney Moran, 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, age, disability, veteran status, military service, sexual orientation, genetic information, marital status, or gender identity/expression 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 persons in all job classifications without discrimination;
2. Basing decisions on employment 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.

First Realty 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 the Human Resources Department during normal business hours, 8:30 am to 5:00 pm. Please contact Whitney Moran, Director of Human Resources, for further information.

Frank Cevetello

Frank Cevetello
COO

Whitney Moran

Whitney Moran
Director of Human Resources