



Meyer Tool, Inc.

POLICY #	<u>MT-3</u>		
POLICY NAME	<u>Hiring</u>		
LAST REVIEW DATE	<u>10/01/2013</u>	ORIGINATION DATE	<u>10/01/2013</u>
APPROVED BY	<u>Executive Vice President (signature on file)</u>	DATE	<u>10/01/2013</u>

3. Hiring

3:1 Commitment to Equal Opportunity

Employment with Meyer Tool is firmly based on a policy of merit and equal opportunity for all qualified persons without regard to race, color, religion, sex, age, disability, national origin or ancestry, marital status or veteran status or any other characteristic protected by state or federal law. This policy of nondiscrimination covers all aspects of Meyer Tool's local personnel relationships including hiring, promotions, training, job assignments, hours of work, rates of pay, working conditions, and all employee benefits, privileges, and programs. Any employee who believes that this policy is being violated should report to their direct supervisor or manager, as necessary.

Full implementation of Meyer Tool's Equal Employment Opportunity Policy will be accomplished by the following:

- 3:1.1 Base decisions of employment on the principle of equal employment opportunity.
- 3:1.1 Promotion decisions to be in accord with principles of equal employment opportunity by using only valid requirement for promotional opportunities.
- 3:1.1 All personnel actions, such as compensation, benefits, transfers, layoffs, return from layoff, Meyer Tool sponsored training, education, tuition assistance, and social and recreational programs will be administered on the principle of equal employment opportunity.
- 3:1.1 Conduct periodic internal audits to report on and monitor Meyer Tool's Affirmative Action Program and Equal Employment Opportunity Policy.

3:2 Internal Application Process

As is often the case, the best person for the job is already part of the Meyer Tool workforce. As a result, we encourage current employees to apply for vacant positions that interest them.