

MEMO



TO: All Employees
FROM: Rick Smith, President and Chief Executive Officer
SUBJECT: Equal Employment Opportunity and Affirmative Action Statement

DFA and its family of companies (collectively, the “Company”) is committed to providing equal employment opportunities and affirmative action regarding hiring, placement, transfer, promotion, recruitment, advertising, employment, compensation, training, and discipline.

The Company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the Company’s legal duty to furnish information.

Employees and applicants of DFA will not be subjected to any form of harassment, discrimination, or retaliation for exercising rights protected by, or because of their participation in, an investigation or compliance review related to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, or any other federal or state nondiscrimination law, rule, or regulation.

The Company requires cooperation from its contractors, vendors, and suppliers regarding equal employment opportunity and affirmative action. Their cooperation may include adoption of related policies and guidelines.

With regard to the Company’s Affirmative Action Program, if you consider yourself disabled, a disabled veteran, or a Vietnam Era veteran, you are invited to self-identify. Submission of this information is voluntary. Refusal to provide it will not subject you to different treatment. Information provided shall be kept confidential, except 1) supervisors or managers may be informed about restrictions on the work or duties of disabled individuals, and any necessary accommodations, 2) first aid and safety personnel may be informed when, and to what extent, a condition might require emergency treatment, and 3) government officials investigating compliance with relevant laws shall be informed.

The Company’s Affirmative Action Program is available for your examination upon request to human resources during regular business hours. The Bullying, Harassment, and Discrimination Policy is available on DairyU.

Date: January 1, 2020 Signed: Richard P. Smith

