

EEO POLICY STATEMENT

Karndean Designflooring provides equal employment opportunities (EEO) to all employees and applicants for employment. Karndean policy strictly prohibits unlawful discrimination based on genetic characteristics or information, race, color, creed, sex, religion, gender, gender identity, gender stereotyping, age, marital status, national origin or ancestry, physical or mental disability, medical condition, veteran status, sexual orientation or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful.

Karndean complies with applicable state, federal, and local laws providing equal employment opportunities. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training, working conditions, wages and salary administration, employee benefits and application of policies. This commitment applies to *all* persons involved in the operations of Karndean and prohibits unlawful discrimination by any employee of Karndean, including supervisors and co-workers.

To comply with applicable law ensuring equal employment opportunities to qualified individuals with disabilities, Karndean will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources department and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. Karndean will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. Karndean will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Karndean will make the accommodation.

COMPLAINT PROCEDURE FOR DISCRIMINATION CLAIMS

Karndean's complaint procedure provides for an immediate, thorough and objective investigation of any claim of unlawful discrimination, failure to accommodate known disabilities and other claims. If you believe you have been discriminated against in violation of this policy or if you believe that Karndean has not accommodated known disabilities (or engaged in an interactive process regarding possible accommodations), you should provide a written or oral complaint to the Human Resources department as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, and any documentary evidence.

All complaints of prohibited discrimination and failure to accommodate which are reported to management will be investigated. Karndean will immediately undertake and direct an effective, thorough and objective investigation of the allegations. The investigation will be completed and a determination regarding the alleged conduct will be made and communicated to the employee who complains and to the person(s) accused of the alleged misconduct.

STATE AND FEDERAL GOVERNEMENT AGENCY COMPLAINT PROCEDURE:

Both state and federal governments have agencies whose purpose is to address unlawful discrimination in the workplace. If you believe that you have been harmed by an unlawful discriminatory practice, you may file a written complaint with either agency. The address and telephone number of the local and/or state agency, and local EEOC office, can be found, respectively, among the state and federal government office listings in the telephone book. For more information, contact the Human Resources department.

Employees are protected by law and Company policy from retaliation by anyone for opposing unlawful discriminatory practices, filing a complaint with applicable local, state or federal agencies, or for otherwise participating in any proceeding conducted by either of these agencies. For more information, contact the Human Resources department.

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