

## **ANTI-DISCRIMINATION POLICY**

Red Classic Services LLC is an equal opportunity employer. RCS does not discriminate based on sex, race, color, religion, national origin, age, disability, genetic information or any other factor prohibited by applicable law. We value and strive to employ a workforce that is diverse.

RCS will not tolerate discrimination in the workplace, including discrimination in hiring, promotion and assignment. Discrimination based on sex is prohibited discrimination under Title VII. Hiring, promotion and assignment decisions may not be made on the basis of sex. The same restrictions apply to any other factor prohibited by applicable law and Equal Employment Opportunity compliance will be a component for all positions having management and supervisory responsibilities.

Employees who complain about discrimination in the workplace are protected against retaliation. Employees who file a complaint or participate in an investigation, review or hearing are protected against retaliation.

Once RCS is made aware of any alleged discrimination, it will promptly investigate the situation and, if warranted, take appropriate corrective action. The corrective action will depend on the circumstances. In investigating and imposing any corrective action, RCS will make all reasonable steps to preserve confidentiality.

Any adverse treatment of an employee for reporting discrimination, for assisting another employee in making a report, for cooperating in a discrimination investigation, or for filing a charge of discrimination with the Equal Employment Opportunity Commission or a state governmental agency is strictly forbidden.

The following is a toll free telephone number for any employee or job applicant to report alleged discrimination: 888-317-6947 (HR Center).

Employees who believe they have been discriminated against in violation of this policy, who witness conduct prohibited by this policy, or who have an accommodation request must immediately report the conduct and/or make the accommodation request to any of the following Company management officials:

1. The employee's immediate supervisor or any member of management,
2. The employee's Human Resources Representative,
3. The Corporate Human Resources Office via switchboard at (704) 557-4400, or
4. The Business Conduct Helpline at (800) 704-3408.

Employees should not assume that the Company is aware of conduct that they fail to report.