To all Thorn Hill, LLC Employees and Applicants assigned to work for SAE International, SAE Industry Technologies Consortia, Performance Review Institute, or ABP International, Inc.:

Diversity is a key philosophy of the Organization, allowing for staff creativity, innovation, and a variety of perspectives. Our focus on diversity ensures that we have a workplace where all employees share their thoughts, passion, talents, and ideas to serve the needs of our diverse members, customers, and stakeholders. We will continue our progress in diversity, equity and inclusion which will allow us to bring our best to the global industries we serve.

Our approach as an organization is to continue to actively seek and hire diverse candidates for all open positions. Additionally, it is the policy of Thorn Hill, LLC, when recruiting, hiring, training, promoting, and terminating employees to do so inclusively and without regard to any protected characteristic. Specifically, the Organization will comply with those laws that prohibit discrimination and to provide equal employment opportunity to all persons regardless of race, color, religion, age, national origin, ancestry, sex, sexual orientation, gender identity, disability, or other protected status. It is also our policy that sexual harassment or any other kind of unlawful harassment will not be tolerated. We will also continue the proactive, regular communication of dignity and respect, diversity, equity and inclusion with all employees and new hires.

As Manager of Thorn Hill, I reaffirm that the above policy and Affirmative Action Programs reflect the Organization’s attitude and intention to:

1. Recruit, hire, train, and promote for all job classifications without regard to race, color, disability, religion, sex, sexual orientation, gender identity, age, national origin, or other protected status;
2. Base decisions on employment that further the principles of equal employment opportunity;
3. Ensure that promotion decisions are aligned with the principles of equal employment opportunity, by imposing only job-related requirements;
4. Ensure that all other personnel actions, such as compensation, benefits, transfers, terminations, Organization-sponsored training, education tuition assistance, and social and recreational programs will be administered without regard to race, color, disability, religion, sex, sexual orientation, gender identity, age, national origin, or other protected status;
5. Provide equal employment opportunities as set forth above to qualified persons with a disability per the Rehabilitation Act of 1973;
6. Provide equal employment opportunities as set forth above, to those who are protected veterans per the Vietnam Era Veterans’ Readjustment Assistance Act of 1974.

In compliance with Executive Order 11246, the Rehabilitation Act of 1973, and the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, written Affirmative Action Programs are maintained. All Affirmative Action Plans are available for review upon request. Information relevant to these plans is available during established business hours in the Human Resources office.

All necessary steps will be taken to ensure that no person intimidates, threatens, coerces, or discriminates against any individual because he/she has engaged in or may engage in the following activities: filing of a complaint; furnishing information, or assisting or participating in any manner in an investigation, compliance review, hearing, or other activity related to these matters; opposing any unlawful act or practice; or exercising any other protected right.

Employees will be treated based on their job-related qualifications, ability, and performance only. It is our commitment to treat everyone fairly and equally and to have a positive, bias-free work environment. I encourage everyone to join me in seeing that the spirit of equal employment opportunity is always present here.

Melinda Rombold, our Equal Employment Opportunity Coordinator, is responsible for leading all diversity, equity, and inclusion efforts including proactive affirmative action efforts, overseeing our audit, and reporting system for these programs, and ensuring that all staff is trained in, understands, and follows these principles. This policy has my and the senior leadership team’s full backing and support, and the support of all employees is expected. If anyone has questions, suggestions, or observations, please bring the matter to Mrs. Rombold.

David L. Schutt,
Manager
Thorn Hill, LLC
To all Thorn Hill, LLC Employees and Applicants assigned to work for SAE International, SAE Industry Technologies Consortia, Performance Review Institute:

Diversity is a key philosophy of the Organization, allowing for staff creativity, innovation, and a variety of perspectives. Our focus on diversity ensures that we have a workplace where all employees share their thoughts, passion, talents, and ideas to serve the needs of our diverse members, customers, and stakeholders. We will continue our progress in diversity, equity and inclusion which will allow us to bring our best to the global industries we serve.

Our approach as an organization is to continue to actively seek and hire diverse candidates for all open positions. The Organization will also train and promote people without regard to disability or veteran status. It also will proactively ensure that all other personnel actions are administered without regard to disability, protected veteran status or disabled veteran status, and ensure that all employment decisions are based only on valid job requirements.

We also prohibit any discrimination because of disability or status as a protected veteran. Employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

1. Filing a complaint;

2. Assisting or participating in an investigation, compliance evaluation, hearing or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973 or any other Federal, state, or local law requiring equal opportunity for individuals with disabilities or the affirmative action provisions of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974 (“VEVRAA”) or any other Federal, state, or local law requiring equal opportunity for protected veterans;

3. Opposing any act or practice made unlawful by section 503 of the Rehabilitation Act of 1973 or its implementing regulations or any other Federal, state, or local law requiring equal opportunity for individuals with disabilities or VEVRAA or its implementing regulations in this part or any other Federal, state, or local law requiring equal opportunity for protected veterans;

4. Exercising any other right protected by section 503 of the Rehabilitation Act or its implementing regulations or VEVRAA or its implementing regulations.

Employees will be treated based on their job-related qualifications, ability, and performance only. It is our commitment to treat everyone fairly and equally and to have a positive, bias-free work environment. I encourage everyone to join me in seeing that the spirit of equal employment opportunity is always present here.

Melinda Rombold, our Equal Employment Opportunity Coordinator, is responsible for leading all diversity, equity, and inclusion efforts including proactive affirmative action efforts, overseeing our audit, and reporting system for these programs, and ensuring that all staff is trained in, understands, and follows these principles. This policy has my and the senior leadership team's full backing and support, and the support of all employees is expected. If anyone has questions, suggestions, or observations, please bring the matter to Mrs. Rombold.

______________________________
David L. Schutt
Manager
Thorn Hill, LLC