

**EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION  
Statement of Policy**

It is the objective of AMSOIL INC. to obtain qualified employees consistent with position requirements: to seek, employ, promote, and treat all employees and applicants for employment without regard to race, color, ethnicity, national origin, ancestry, citizenship, sex, pregnancy, sexual orientation/preference, age, religion/creed, handicap/disability, genetic information/history, military/veteran status, or any other characteristic or condition protected by law. All individuals will be recruited, hired, assigned, advanced, compensated and retained on the basis of their qualifications, and treated equally in these and all other aspects of their employment without regard to their personal protected characteristics. These policies maintain and enhance workforce diversity. It is also our goal to employ and advance in employment individuals with disabilities and protected veterans, and to treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.

AMSOIL INC. will make a good faith effort to reasonably accommodate the physical and mental limitations of any employee or applicant, as well as religious accommodations for employment, unless such accommodation would impose undue hardship on the conduct of our business. We encourage applicants and employees to assist us in identifying accommodations that he or she may need to perform the job.

The HR Specialist has been appointed the role of the Equal Opportunity/Affirmative Action Officer and will audit, report, and evaluate activities which pertain to our EEO and Affirmative Action objectives. Employees who need assistance in the clarification or resolution of EEO matters should contact Dawn Erickson, HR Specialist. If the circumstances make reporting an issue to this individual difficult, feel free to contact any member of executive management. Retaliation against any employee for making an EEO claim or participating in the investigation of a complaint is strictly prohibited and will not be tolerated.

Employees interested in reviewing the Affirmative Action Plan for Individuals with Disabilities and Protected Veterans should contact Dawn Erickson, HR Specialist during regular working hours. If you would like to be considered under our Affirmative Action Plans for Employees with Disabilities and Protected Veterans, please indicate this to your supervisor, or to the Human Resources Office. Submission of this information is voluntary and refusal to provide it will not subject you to adverse treatment. Information submitted will be kept confidential except where indicated in the Act.

The President and CEO fully supports the Affirmative Action Program and directs the responsibility of all employees to further the implementation of this policy. Supervisory personnel, as well as those responsible for hiring new employees, must take all necessary action in the elimination of possible discrimination toward applicants and employees in all levels of employment and employee relations. It is also the policy of AMSOIL INC. to maintain a working environment free of unlawful harassment and intimidation. Employees who violate this policy will be subject to disciplinary action.