



*Savings Bank*  
OF MENDOCINO COUNTY  
Member FDIC

## **REAFFIRMATION OF AFFIRMATIVE ACTION POLICY STATEMENT**

**January 1, 2018 – December 31, 2018 Plan Year**

Savings Bank of Mendocino County (SBMC) reaffirms its belief and commitment in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment.

SBMC has developed and maintained a written Affirmative Action Program (AAP). The company's Chief Executive Officer supports the AAP and urges each employee to commit to carrying out the intent of this policy. SBMC maintains an audit and reporting system to determine overall compliance with its equal employment opportunity mandates. The EEO Administrator oversees the affirmative action plan development, modification, implementation, effectiveness, and reporting requirements, and conducts management updates. SBMC invites any applicant and/or employee to review the Company's written Affirmative Action Plan. This plan is available for inspection upon request during the hours of 9:00 a.m. - 4:00 p.m., Monday - Friday in the Human Resources department. Any questions should be directed to Tina Rader, Savings Bank's EEO Administrator.

As part of SBMC's commitment to this overall process, it will seek to ensure that all aspects of employment, including recruitment, selection, job assignment, training, compensation, benefits, discipline, promotion, transfer, layoff and termination processes remain free of illegal discrimination based upon race, color, religion, sex, sexual orientation, gender identity, national origin, disability (as defined under Section 503 of the Rehabilitation Act of 1973) or protected veteran status (as defined under Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA)). SBMC ensures that all employment decisions are based only on valid job requirements. Regular review helps to ensure compliance with this policy.

SBMC will ensure that employees and applicants shall not be subjected to harassment due to their status described above, or any harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities; (1) filing a complaint with SBMC or with federal, state, or local agencies regarding status covered under this AAP, (2) assisting or participating in any investigation, compliance review, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity or affirmative action statute pertaining to the status covered under this AAP; (3) opposing any act or practice made unlawful by Section 503 and/or VEVRAA, and (4) exercising any other right protected by Section 503 and/or VEVRAA or its implementing regulations in this part.

A handwritten signature in black ink that reads "Scott Yandell". The signature is written in a cursive style and is positioned above a solid horizontal line.

**Scott Yandell**  
**President and CEO**