

# Equal Employment Opportunity/Affirmative Action Policy Statement

December 1, 2023

Federal and state laws prohibit employment discrimination. As President of Bob's Rentals, I am committed to the principles and practices of equal employment opportunity and reaffirm our intent to comply with federal, state, and local laws and regulations prohibiting discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin disability, protected veteran status, or any other protected characteristics. Our intent is to ensure that personnel actions are administered in compliance with these laws and in conformance with our Affirmative Action Program (AAP). Personnel actions include, but are not limited to employment, promotion, transfer, recruitment or recruitment advertising, layoff or termination, recall from layoffs, company-sponsored educational, social, and recreational programs, benefits, rates of pay or other forms of compensation, and training.

Andie Neuenschwander, our Vice President and EEO Coordinator, is responsible for the implementation and administration of the AAP. With the cooperation and assistance of appropriate staff and operating personnel, the Vice President/EEO Coordinator will monitor the company's performance and report the results to me. Data may include outside hires, promotions, transfers, terminations, identification of problem areas, and if necessary, a recommended plan of action. Any employee who has a question regarding our AAP may discuss the matter with Andie Neuenschwander at 417-865-9664 X 204 .

The Affirmative Action Program for Individuals with Disabilities and Protected Veterans is available for review by any employee, or applicant for employment, during normal business hours by contacting the Vice President/EEO Coordinator at the above number.

Discrimination on-premises or on-the-job will not be tolerated. Employees of, and applicants to, Bob's Rentals will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have filed a complaint, assisted in a review, investigation or hearing, or have otherwise sought to obtain their legal rights related to any federal, state, or local law regarding equal employment opportunity. Personnel found guilty of violating this directive will be subject to discipline and possible termination.

I ask for your continued support in attaining Bob's Rentals' objective of equal employment opportunity.

Jeff Neuenschwander  
President