TOSOH Quartz
The Worldwide Quartz Network

TOSOH

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Portland, Oregon 97229

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Equal Employment Opportunity

Tosoh Quartz, Inc., ("TQI") is an equal employment opportunity employer. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. TQI will not engage in or tolerate any discrimination in the workplace prohibited by local, state, or federal law. Specifically, no employee will be discriminated against on the basis of his or her race, gender, sexual orientation, religion, age, physical or mental disability, marital status, national origin, veteran or current or future military status or any other basis prohibited by applicable federal, state or local law. Moreover, TQI will not engage in or tolerate unlawful harassment on the basis of his or her protected class.

In addition, TQI will afford reasonable accommodation to qualified employees with a disability or for an employee's religious beliefs and practices. We value human differences and incorporate diversity in planning and creating an inclusive work environment.

In addition, TQI will take affirmative action to employ and to advance in employment all persons regardless of their race, gender, disability, or status as a protected veteran. TQI has developed an affirmative action plan ("AAP") to implement this policy, and has appointed Kathy Bishop, Human Resources Director, as the AAP Coordinator. Any employee may view a copy of the AAP by contacting the AAP Coordinator at 503-605-5737 or at Extension 2037, and making an appointment to review the AAP during regular office hours.

This Equal Employment Opportunity policy applies to all employment actions, including but not limited to recruiting and hiring, compensation, training, promotion, discipline, and termination.

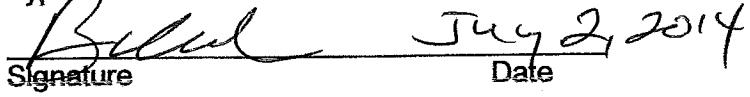
Employees and applicants should promptly bring any concern they may have regarding equal employment opportunities, or concerns regarding discrimination they or others may be experiencing in the workplace, to the attention of a TQI Supervisor, Manager, or Human Resources representative. The complaint can be made verbally, or in writing. If an employee feels that inadequate action is being taken to resolve their complaint, contact the Human Resource Director (EEO Coordinator) or TQI President for assistance. No employee will be subject to retaliation because the employee has filed a complaint or assisted with or participated in an investigation related to a complaint, related to the administration of Section 503, VEVRAA, Executive Order 11246, or any other federal, state, or local equal opportunity law, statute, or ordinance. For purposes of this policy, "complaint" includes a complaint filed internally with HR or the AAP Coordinator, or filed with the appropriate government agency or in court.

For more information on our policy against discrimination and harassment, or for information on filing an internal complaint, please see our Employee Handbook.

All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

As President and CEO of TQI, I am committed to these principles of equal opportunity and affirmative action.

Roger E. Wood
Typed Name


July 2, 2014

Signature Date

President & CEO
US & Europe Operations TOSOH Quartz Inc.
Title