

Equal Employment Opportunity and Affirmative Action Policy Statement

B. F. Saul Company and Affiliates (the “Company”) maintains a continuing policy of equal employment opportunity in all of its employment practices. The Company provides equal opportunity and access for all persons without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations. This policy of non-discrimination applies to all phases of the employment process, including but not limited to recruitment and recruitment advertising; hiring; promotions; demotions or transfers; layoffs and recall from layoff; termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, education, tuition assistance, and social or recreational programs. All employment decisions are based only on valid job requirements.

Employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing, or any other activity related to the administration of the Americans with Disabilities Act, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, or any other federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any such law; or (4) exercised any other right protected by any such law. These protections also include protection against discrimination based on a person’s relationship or association with a protected veteran.

Employees or applicants who believe they have been discriminated against in violation of this policy should notify the Chief Human Resources Officer. The Company will investigate all such reports and take appropriate corrective action, up to and including termination of employment, where warranted. Retaliation against anyone who reports a concern under this policy, or who participates in an investigation of such a report, is strictly prohibited.

The Chief Human Resources Officer has been appointed the role of Equal Opportunity Officer and has been assigned the overall responsibility to implement the Company’s legally required affirmative action programs related to individuals with a disability and protected veterans. As part of that responsibility, the Equal Opportunity Officer will implement and administer an audit and reporting system to ensure compliance with the Company’s affirmative action obligations, periodically measure the effectiveness of the affirmative action programs, and identify any areas for potential remedial action, as appropriate. If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to view portions of the Company’s affirmative action programs for individuals with a disability or protected veterans, please contact the Chief Human Resources Officer during regular business hours. Employees who need assistance in the clarification or resolution of EEO matters should contact their direct supervisor, department head and/ or Human Resources. If the circumstances make reporting an issue to either of these individuals difficult, feel free to contact any member of management and/ or Human Resources.

Todd Pearson

President and Chief Operating Officer

B. F. Saul Company & Affiliates