

## B. F. Saul Company & Affiliates

### Equal Employment Opportunity, Affirmative Action and Diversity and Inclusion Policy

The Company is committed to a program of equal employment opportunity in all of its employment practices. The Company affirms its long-standing commitment to maintain a diverse workforce reflective of the communities in which we operate, maintains a business culture that recognizes the contributions and interests of diverse cultural and social groups, and maximizes employee efforts by understanding individual differences and perspectives. It is the policy of the Company not merely to refrain from employment discrimination as required by federal, state, and local law, but to take positive affirmative action to realize for women, people of color, individuals with physical or mental disabilities and veterans full equal employment opportunity. We support the employment and advancement in employment of individuals with disabilities and of protected veterans, and we treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.

It is our belief that an organization achieves this goal only through leadership and focused implementation of an affirmative action plan and equal employment opportunity program by ensuring all employment decisions are made without regard to race, color, ethnicity, national origin, ancestry, citizenship, sex, pregnancy, sexual orientation, gender identity, age, religion/creed, handicap/ disability, genetic information/ history, military/ veteran status, marital status, or any other characteristic or condition protected by law. These policies maintain and enhance workforce diversity and apply to all employment actions, including but not limited to hiring, placement, promotion, transfer, demotion, or discipline; recruitment, advertising, or solicitation for employment; assignments during employment; rates of pay, benefits, or other forms of compensation; selection for training; layoff or termination; and any other decisions, terms, or conditions of employment.

The Company will make good faith effort to reasonably accommodate the physical and mental limitations of any employee or applicant for employment or for religious purposes 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. For purposes of this policy, protected veterans include disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and armed service medal veterans.

The Assistant Vice President of Human Resources has been appointed the role of 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 their direct supervisor, department head and/ or Assistant Vice President of 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. 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.

Individuals interested in reviewing the Affirmative Action Plan for Individuals with Disabilities and/ or Protected Veterans should contact the Assistant Vice President of Human Resources or the Human Resources department 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 department. 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 Senior Vice President of Human Resources fully supports the Affirmative Action Program and directs the responsibility of all those with employment responsibility to seek to achieve the stated objectives of this program. Moreover, it is the responsibility of each and every member of the staff of B. F. Saul Company & Affiliates to assist in achieving the objectives of this policy and to make equal opportunity an actual, functioning condition of work life at the Company.

In addition, the Company expects each employee to honor equal employment opportunity policies and to treat one another with respect, and in a non-discriminatory manner. In particular, employees are expected to foster a productive work environment that is free from harassment or disruptive activity.