



May 1, 2018

To All Recruiting Sources Who Provide Applicants to AFR Furniture Rental & Event Furnishings:

AFR Furniture Rental & Event Furnishings has always subscribed to, and applied a complete policy of nondiscrimination in employment practices and in all dealings with employees. We know your organization is as anxious as we are to cooperate and comply with the intent of fair employment practices, and to employ persons based only on their ability to perform the job.

The Company has established a policy of affirmative action for qualified persons as required by Executive Order 11246 as amended, Section 503 of the Rehabilitation Act of 1973 as amended and Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended, the 2002 Jobs for Veterans Act (JVA) as amended, and their implementing regulations at 41 CFR Part 60. We intend to take such affirmative action to employ and advance in employment qualified individuals, regardless of their race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law.

Further, the Company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

The Company accepts referrals only when we have job openings. Please do not refer candidates or resumes to us just to find out if "we have an interest." Call to find out if we have a specific opening and the minimum required qualifications.

We ask that you assist us in our application of this policy by referring to this facility qualified applicants for which we have job openings. When we have openings in our affirmative action goal areas, we will specifically identify those goals and ask for your extra outreach, on our behalf to qualified female, minority, disabled and veteran candidates. We expect our recruiting sources to comply with the procedural and recordkeeping requirements of the OFCCP regulations defining an "Internet Applicant" (Federal Register 10/7/2005, Part VIII, Department of Labor, Office of Federal Contract Compliance Programs, 41 CFR Part 60-1, Obligations To Solicit Race and Gender Data for Agency Enforcement Purposes; Final Rule) which were effective 2/6/2006, the Federal Register 8/8/07, 41 CFR Part 60-300, Regarding Disabled Veterans, Recently Separated Veterans, Other Protected Veterans, and Armed Forces Service Medal Veterans effective 9/7/07 and effective March 24, 2014, with the Federal Register 09/23/2013, Vol. 78, No. 185, 41 CFR Parts 60-250 and 60-300 Affirmative Action and Nondiscrimination Obligations of Contractors and Subcontractors Regarding Special Disabled Veterans, Veterans of the Vietnam Era, Disabled Veterans, Recently Separated Veterans, Active Duty Wartime or Campaign Badge Veterans, and Armed Forces Service Medal Veterans; Final Rule and 41 CFR Part 60-741, Affirmative Action and Nondiscrimination Obligations of Contractors and Subcontractors Regarding Individuals With Disabilities; Final Rule.

For all openings for which you refer candidates, we request that you send us a referral notice which identifies the position, candidate's name, race, sex, veteran status and status as an individual with disabilities to help us with our required record keeping requirements.

We look forward to working with you and receiving your future candidate referrals when we have open positions.

Sincerely,

A handwritten signature in black ink that reads "Carley O'Hara". The signature is written in a cursive, flowing style.

Carley O'Hara  
Human Resources Manager



## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of AFR Furniture Rental & Event Furnishings not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, or national origin or because he or she is an individual with a disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran, or thereafter referred collectively as "protected veterans." It is also the policy of AFR Furniture Rental & Event Furnishings to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) Filing a complaint; (2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other Federal, State or local law requiring equal opportunity for individuals with disabilities; (3) Opposing any act or practice made unlawful by section 503 or its implementing regulations in this part or any other Federal, State or local law requiring equal opportunity for disabled persons; or (4) Exercising any other right protected by section 503 or its implementing regulations in this part. Further, the Company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

As Co-Chief Executive Officer of AFR Furniture Rental & Event Furnishings, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected Carley O'Hara as the Human Resources Manager for AFR Furniture Rental & Event Furnishings. One of the Human Resources Manager's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of AFR Furniture Rental & Event Furnishings' programs.

In furtherance of AFR Furniture Rental & Event Furnishings' policy regarding Affirmative Action and Equal Employment Opportunity, AFR Furniture Rental & Event Furnishings has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that AFR Furniture Rental & Event Furnishings is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request between normal business hours at the Human Resources department. Any questions should be directed to me, your Manager, or Carley O'Hara, Human Resources Manager.

A handwritten signature in black ink, appearing to read 'Jerry Hellmann', written over a horizontal line.

Jerry Hellmann  
Co-Chief Executive Officer  
AFR Furniture Rental & Event Furnishings  
May 1, 2018



Date: May 1, 2018  
TO: All Employees and Applicants  
FROM: Jerry Hellmann, Co-Chief Executive Officer  
SUBJECT: Reaffirmation of EEO Policy

A handwritten signature in black ink, appearing to read 'Jerry Hellmann', written over the 'FROM:' line of the memo.

You, the employees of AFR Furniture Rental & Event Furnishings are our most important asset. Our continued success and development depends on the future and effective use of all of our skills and talents to their fullest extent.

AFR Furniture Rental & Event Furnishings is committed to the principles of Equal Employment Opportunity and Affirmative Action because it is morally right and legally required. It is the obligation of each officer, manager, and Manager to ensure all employment activities are conducted in an equal and equitable fashion, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law.

Such employment activities include, but are not limited to: recruitment, advertising, selection, hiring, training, promotion, upgrade, demotion, transfer, layoff, discharge, return from layoff, leaves of absence, performance evaluation, rate of pay, other compensation and fringe benefits and selection for training, including apprenticeship, at all levels of employment.

Further, the Company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

We will be measuring ourselves against specific objectives which will continue to move our organization toward full and equal participation of all employees in the numerous opportunities available here. Periodic analysis will ensure our progress towards these goals.