



Charles R. Hageboeck, Ph.D. ♦ President and Chief Executive Officer

REAFFIRMATION OF AFFIRMATIVE ACTION POLICY STATEMENT

The Company reaffirms its belief and commitment in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment.

The Company has developed and maintains a written Affirmative Action Program (AAP). The Company's Chief Executive Officer fully supports this AAP. As part of the Company's commitment to equal employment opportunity, it will seek to ensure that all aspects of employment, including recruitment, selection, job assignment, training, compensation, benefits, discipline, promotion, transfer, layoff and termination processes remain free of illegal discrimination based upon race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, protected veteran status, or any other protected status. The Company ensures all employment decisions are based on job requirements.

Employees and applicants shall not be subject to harassment due to their status described above, nor shall they be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities: (1) Filing of a complaint with the Company or with federal, state, or local agencies regarding status covered under this AAP; or (2) Assisting or participating in an investigation, compliance evaluation, hearing or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act, as amended (VEVRAA), Section 503 of the Rehabilitation Act of 1973, as amended (Section 503), and Executive Order 11246, or any other federal, state or local law requiring equal opportunity for women, minorities, veterans, or disabled individuals; or (3) Opposing any act or practice made unlawful by VEVRAA, Section 503, Executive Order 11246, or any of their implementing regulations, or any other federal, state, or local law requiring equal opportunity for women, minorities, veterans, or disabled individuals; or (4) Exercising any other right protected by VEVRAA, Section 503, Executive Order 11246, or their implementing regulations.

Effective implementation and continuing administration of the AAP is the responsibility of the EEO/AA Administrator. Myra K. Crook will also be responsible for reporting periodically to senior management on our equal employment efforts. The AAP may be reviewed by applicants and employees upon request during normal business hours by contacting Myra K. Crook, One Park Avenue, Beckley, WV, 25801, 304-255-7227.

All supervisory personnel should make special efforts to assure that all employees reporting to them understand and effectively implement the policy. Supervisory employees will be evaluated on their adherence and commitment to our policy.

We must all realize that it is the responsibility of each and every employee of the Company to give our policy of equal employment opportunity real meaning and full support.

Date: May 25, 2017

Charles R. Hageboeck
CHIEF EXECUTIVE OFFICER