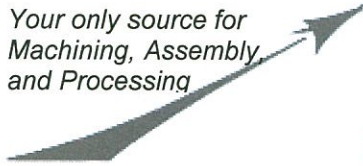


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To: All Applicants and Employees

Date: December 27, 2017

Harlow is fully committed to its equal employment opportunity policy and affirmative action programs. It is our policy that all employment and personnel decisions be made without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, pregnancy, age, disability, veteran status, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including hiring, promotion, transfer, compensation, discipline, and discharge. This policy also prohibits harassment based on any of the above characteristics. Retaliation against any employee who makes a good faith report of possible violations of the policy will not be tolerated. We have also developed and implemented affirmative action programs to further support our commitment to the principle of equal employment opportunity. It is imperative that managers and other employees make all employment and personnel decisions in accordance with our established policies, practices, and procedures.

Sid Sprunger, Chief Financial Officer and EEO Coordinator, has the overall responsibility for the development, implementation, administration, and monitoring of the equal employment opportunity policy and affirmative action programs. Please call 316-265-5268 if you have any questions about the equal employment opportunity policy or affirmative action programs, or if you believe the policy or programs have been violated.

  
\_\_\_\_\_  
Jim Barnes – President and Chief Operating Officer  
Harlow Aerostructures LLC