

EQUAL EMPLOYMENT POLICY STATEMENT

Oral Arts Laboratory, Inc. is committed to the principle of equal employment opportunity (EEO) and is committed to making employment decisions based on merit and value. We are committed to complying with all Federal, State and local laws providing EEO, as well as all laws related to terms and conditions of employment. Accordingly, there shall be no discrimination against any employee or applicant because of age, race, color, religion, sex, sexual orientation, national origin, disability, veteran status, genetic information, or any other reason prohibited by law. Employees will be treated the same during their employment in all matters, including but not limited to hiring, upgrades, promotions, transfers, layoffs, terminations, rates of pay, selection for training, and recruitment.

Employees of and applicants to our company will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any Federal, State, or local law regarding EEO for females, and minorities. Any employees or applicants who feel that they have been subject to harassment, intimidation, threats, coercion, or discrimination regarding this matter should contact the Human Resources Director for assistance.

Affirmative Action will be taken to fairly represent, compensate, and advance qualified females, members of minority groups, in all levels of Oral Arts Laboratory, Inc. workforce. All management personnel will respond to any employee questions or needs for assistance regarding affirmative action and equal opportunities or requests for an accommodation by personal contact, telephone, or in writing. This Affirmative Action Program, absent data metrics is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the Human Resources Department. Interested persons should contact the Human Resources Director by telephone at 256-327-0107 for assistance.

The Human Resources Director is the company representative with overall responsibility for our affirmative action planning. Personnel data inputs will be the responsibility of management and the Human Resources Director. All managers and supervisors must share the responsibility for successful planning and implementation of the AAP, and each must take an active role and provide leadership as evidenced by good faith efforts and performance. I expect all employees to support our efforts to make the corporation's Affirmative Action Plan an unequaled success. I believe equal opportunity is of the utmost importance and that its practice will greatly facilitate our utilization of available human skills and the meeting of our employment goals. I further believe that it will place our program in compliance with federal guidelines, and I fully support this program.

Matthew T. Winstead
Vice President
Oral Arts Laboratory, Inc.

POLICY STATEMENT – EQUAL EMPLOYMENT OPPORTUNITY FOR QUALIFIED INDIVIDUALS
WITH DISABILITIES AND
QUALIFIED PROTECTED VETERANS

It is the policy of Oral Arts Laboratory, Inc. not to discriminate against any employee or applicant because he or she is a qualified individual with a disability, a disabled veteran, a newly separated or recently separated veteran, an active duty wartime or campaign badge veteran, or an armed forces service medal veteran, or other protected veteran. It is also our policy to take affirmative action to employ and advance in employment, all persons regardless of their status as qualified individuals with disabilities or qualified 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, terminations, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees of and applicants to our company will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any Federal, State, or local law regarding EEO for qualified individuals with disabilities or qualified protected veterans. In addition, employees and applicants will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have opposed any act or practice made unlawful by VEVRAA or its implementing regulations or any other law requiring equal employment opportunity for protected veterans. Any employees or applicants who feel that they have been subject to harassment, intimidation, threats, coercion, or discrimination because of disability or status as a qualified protected veteran should contact the Human Resources Director for assistance.

As Vice President, 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 the Human Resources Director as the Equal Employment Opportunity (EEO) Officer for Oral Arts Laboratory, Inc. one of the duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of the company's programs.

In furtherance of our policy regarding Affirmative Action and Equal Employment Opportunity, the company has developed a written Affirmative Action Program, which sets forth policies, practices and procedures which Oral Arts Laboratory, Inc. is committed to applying in order to ensure that its policy of non-discrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program, absent data metrics is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the Human Resources Department. Interested persons should contact the Human Resources Director by telephone at 256-327-0107 for assistance.

Matthew T. Winstead
Vice President
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