



## **EQUAL OPPORTUNITY POLICY – PRESIDENT’S STATEMENT**

It is the ongoing policy and practice of SIMON to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of race, color, national origin, sex, sexual orientation, gender identity, religion, age, genetic information, disability, veteran status or any other status protected by applicable law.

The policy of equal employment opportunity (EEO) shall apply to all terms, conditions, and privileges of employment, including hiring, probation, testing, training and development, promotion, transfer, compensation, benefits, educational assistance, termination, layoffs, social and recreational programs, and retirement. SIMON is committed to making employment decisions based on valid requirements, without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, genetic information, disability, veteran status or any other status protected by applicable law.

SIMON will analyze its personnel actions rigorously to ensure compliance with this policy.

SIMON 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. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information.

### **EQUAL EMPLOYMENT OPPORTUNITY OFFICERS**

SIMON’s EEO Coordinator is Larry Wilson, Human Resource Director, at SIMON corporate office located at 6215 Clear Creek Parkway, Cheyenne, WY 82007. He is responsible for compliance with state and federal EEO laws and affirmative action regulations. He is also responsible for implementing SIMON Affirmative Action Plan (AAP), including equal employment practices, monitoring, and internal reporting. The E.E.O. Coordinator shall periodically review the company’s affirmative action program and shall initiate and establish, as necessary, changes to assure that the program does affirmatively fulfill the company’s obligation to establish a workable affirmative action program.

If you believe you have not been treated in accordance with this policy, please contact the EEO Coordinator/Officer. Our AAP for Veterans and the Disabled is available for you in his office during regular office hours or by appointment. All employees and applicants for employment are protected, by both company policy and equal employment opportunity/affirmative action regulations and law, from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation.

This company's equal employment opportunity officers are:

<b>Company Coordinator:</b>	Larry Wilson:	307.772.3211 lwilson@simonteam.com 6215 Clear Creek Pkwy, Cheyenne, WY 82007
<b>Central Region:</b>	Steve Cotton:	307.286.2398 scotton@simonteam.com 6215 Clear Creek Pkwy, Cheyenne, WY 82007
	Theresa Craig:	307.632.7900 tcraig@simonteam.com 4819 South Industrial Service Rd, Cheyenne, WY 82003
<b>East Region:</b>	Jill Lingbloom:	308.284.8160 jlingbloom@simonteam.com PO Box 178, Ogallala, NE 69153
	Jessica Gann:	307.631.8182 jgann@simonteam.com PO Box 178, Ogallala, NE 69153
	Pam Claymon:	970.522.3647 pclaymon@simonteam.com PO Box 1908, Sterling, CO 80751
<b>North Region:</b>	Cheryl Deichert:	605.838.7540 cdeichert@simonteam.com PO Box 2720, Rapid City, SD 57702
	Kristin Thomas:	307.682.8407 kthomas@simonteam.com 209 N Limestone, Gillette, WY 82716

This company's E.E.O. officers shall investigate any complaint of discrimination and if s/he finds such to be true, shall institute all necessary procedures to correct such discrimination. The name, address, and office telephone number of the company's E.E.O. officers will be posted on bulletin boards at the home office and all job sites.

#### REPORTING CONCERNS OR ISSUES

Applicants or employees may report concerns to the Director of Human Resources, Human Resource Manager or Specialist, Regional/Area Managers, Regional/Corporate Controllers, President, or the Colas ethics reporting hotline: 1.800.461.9330; [www.colasusaethics.com](http://www.colasusaethics.com); SMS: 1.862.259.6307.

I personally endorse the policy of equal employment opportunity. I ask your continued assistance and support in maintaining an environment that reflects SIMON commitment to equal and affirmative action. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy.



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Brett Baker, President

1/1/2020

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Date