

## **EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION POLICY- SECTION: 1.1**

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### **POLICY STATEMENT**

It is the intent of Boise Cascade to (1) provide equal employment opportunities to all job applicants and associates; (2) administer recruiting, hiring, compensation and benefits practices, training, upgrading and promotion procedures, transfers, and terminations of employment without discrimination because of race, religion, color, sex, sexual orientation, gender identity, age, marital status, national origin, citizenship, physical or mental disability, veteran status or any other status protected by applicable federal, state or local law with regard to any position of employment for which the applicant or associate is qualified; (3) to provide a workplace free from harassment based on any of the foregoing factors; and (4) encourage the hiring of individuals from minority groups, individuals with disabilities, individuals who are protected veterans, and women.

### **PURPOSE**

The purpose of this policy is also to ensure that discrimination, harassing conduct, regardless of whether it rises to the level of improper conduct prohibited by law, and/or retaliation will not be tolerated and that all Boise Cascade associates will be able to work in an environment free from such improper behavior. Additionally, Boise Cascade will make reasonable accommodation for qualified applicants or associates with disabilities as outlined in Company Policy 1.3 Disability Accommodations Policy.

### **SCOPE**

This policy applies to all Boise Cascade associates, including wholly owned or majority-owned subsidiaries and joint ventures for which the Company has management responsibility.

### **POLICY**

As a federal contractor, Boise Cascade maintains Affirmative Action Programs for individuals from minority groups, individuals with disabilities, individuals who are protected veterans, and women. It is the responsibility of the manager in charge of each facility to ensure that there is a current affirmative action plan in place and that the plan is revised annually. Associates should contact their location's designated HR Contact/EEO Coordinator to view a copy of the current year's Affirmative Action Program. All managers will be held accountable for achieving affirmative action goals in the way they are responsible for meeting other corporate and division objectives. The following actions are required to ensure a continuing implementation of Boise Cascade's Equal Employment Opportunity Policy:

1. Continued compliance with all legal requirements for equal employment and affirmative action, including development of an annual affirmative action plan for each location.
2. Prompt notification to the corporate [Legal Department](#) regarding all compliance reviews and discrimination complaints. Responses to external agencies must be handled in a prompt manner and must be reviewed by the corporate [Legal Department](#) prior to

distribution.

3. Continued improvement in the implementation of affirmative action programs to encompass the:
  - a. Establishment of specific goals.
  - b. Active recruitment of individuals from minority groups, individuals with disabilities, individuals who are protected veterans, and women.
  - c. Advancement and training of individuals from minority groups, individuals with disabilities, individuals who are protected veterans, and women.
  - d. Designation of an EEO Coordinator for each business unit.

As CEO, I fully support our affirmative action program and am committed to the implementation of the Company's equal opportunity and affirmative action policies. I have delegated overall responsibility for these policies to the EEO Administrator and location EEO Coordinators. Each designated EEO Coordinator is responsible for the implementation and auditing of these policies at his or her location, assisted by the EEO Administrator and Human Resources managers. Complaints should be directed to your supervisor, local human resources office, business unit's human resources representative, the Privacy & Ethics Director or the corporate Legal Department.

#### **RELATED DOCUMENTS**

Disability Accommodations Policy 1.3

Antidiscrimination Policy 1.4