

# Employment Opportunities Policy

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## Policy Statement

It is the intent of Boise Cascade to comply with the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP): Section 503 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; Title VII of the Civil Rights Act of 1964, as amended; and Title VI of the Civil Rights Act of 1964, as amended, to: (1) provide fair employment opportunities to all external and internal job applicants and associates; (2) administer fair recruiting efforts, hiring, compensation and benefits practices, training, upgrading and promoting 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 with disabilities, and individuals who are protected veterans.

## 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 are or will be allowed and able to work in an environment free from such improper behavior or conduct, both verbal and physical. Additionally, Boise Cascade will make reasonable accommodations for qualified applicants or associates with disabilities as outlined in Company 1.3 Disability Accommodations Policy.

## Scope

This policy applies to all Boise Cascade associates and applicants, 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 outreach programs for individuals with disabilities and individuals who are protected veterans, as required. It is the responsibility of the manager in charge of each location and facility to ensure that there is a current outreach

program in place and that the program is revised and updated annually. Associates should contact their location's designated HR contact employment coordinator to view a copy of the current year outreach program. All managers will be held accountable for working to achieve outreach goals for their location(s) and provide fair employment opportunities.

The following actions are required to ensure a continuing implementation of Boise Cascade's Employment Opportunities Policy:

- Continued compliance with all legal requirements for employment initiatives.
- Prompt notification to the corporate Legal Department ([legaldepartment@bc.com](mailto:legaldepartment@bc.com)) regarding all compliance reviews, discrimination complaints or audit requests.  
Responses to external agencies such as the EEOC must be handled in a prompt manner and must be reviewed by the corporate Legal Department prior to distribution or any response.
- Continued improvement in the implementation of employment opportunity programs to encompass the:
  - Active recruitment efforts of individuals with disabilities and protected veterans
  - Advancement and employment opportunities training for all individuals and associates
  - Designation of an employment coordinator for each business unit
- Collect yearly data and reports to comply with the annual filing requirements for EEO-1 Component and VETS-4212

Boise Cascade is committed to the implementation of fair employment opportunities and policies.

Complaints should be directed to the [CARE Line](http://BCcareline.com) (BCcareline.com or 1-800-367-4611).

## **Roles & Responsibilities**

The Compliance Department and specific location employment coordinators have been delegated overall responsibility for these policies. Each designated employment coordinator is responsible for the implementation and auditing of these policies at their location, assisted by the Compliance Department and Human Resources managers. All roles and responsibilities required to implement policy should be included.]

## **Related documents or policies**

1.3 Disability Accommodations Policy

1.4 Misconduct Policy

## Revision History

Date	Version	Description	Author
	1.0	Original	
11/01/2021	2.0	Annual Review, inserted in new template	F. Voulelis
7/28/2023	3.0	Added DOJ, OFFCP references and grammatical changes	J. Jackson
9/5/2024	4.0	Corrected 1.4 Related Policy Name	J. Jackson
1/31/2025	5.0	Updating language to reflect amended Executive Order, new template	J. Jackson