

**NOTICE TO ALL EMPLOYEES AND APPLICANTS**

It is the policy of Crain Communications Inc to recruit, hire, train and promote, into all job classifications, the most qualified persons without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, status as a protected veteran or an individual with disability. Also employment and promotional decisions will be based on valid job requirements and by utilizing reasonable standards.

Jon Kiskaddon, Sr. HR Business Partner, is the designated EEO Coordinator at the Company. The EEO Coordinator's responsibility is to implement and to audit and monitor adherence to this policy.

Any employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the EEO Coordinator. Employees and applicants can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion, or discrimination because they: (1) file a complaint with Crain Communications Inc or with federal, state, or local agencies; (2) assist or participate in any investigation, compliance review, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity or affirmative action statute; (3) oppose any act or practice made unlawful by federal, state, or local law requiring equal employment opportunity or affirmative action; or (4) exercise any other employment right protected by federal, state, or local law or its implementing regulations.

The Affirmative Action Plan for Individuals with Disabilities and Protected Veterans is on file in the Human Resources Office and is available for employee and applicant review between 8:00 a.m. and 5:00 p.m., Monday through Friday. Any employee or applicant who would like to review the Affirmative Action Plan for Individuals with Disabilities and Protected Veterans should contact Jon Kiskaddon, Sr. HR Business Partner, [JKISKADDON@CRAIN.COM](mailto:JKISKADDON@CRAIN.COM).

Nikki Kallek, Chief Human Resources Officer, is committed to all of the above objectives of equal employment opportunity and expects the cooperation and participation of all employees of Crain Communications Inc in achieving these objectives.