

925 E. Main Street Suite 66 Havelock, NC 28532 Phone (252) 444-6881 Fax (252) 444-5782 E-mail: corporate@ltminc.net

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION STATEMENT OF POLICY

It is, has been, and will continue to be the policy of LTM INC. to provide equal employment opportunity without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected status. Further, it is the policy of this Company to undertake affirmative action in compliance with all federal, state, and local requirements. I wish to take this opportunity to issue a formal reaffirmation of this policy and to assure each applicant, employee and party with whom we do business of my personal commitment to our equal opportunity and affirmative action objectives.

It is the policy of the LTM INC. to hire well-qualified people to perform the many tasks necessary in providing high quality products and services at a reasonable cost. An integral part of this policy is to provide equal employment opportunity for all persons by administering recruitment, hiring, training, promotion, compensation, benefits and privileges of employment, appointments for advancement (including upgrading and promotion), transfers, relocations, social and recreation programs, and terminations of employment (including layoffs and recalls) for all employees without discrimination because of race, color, age, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected status. To further the principle of equal employment opportunity, all employment decisions of LTM INC. are based only on valid job-related requirements.

Harassment, retaliation, coercion, interference, or intimidation of an employee due to an employee's race, color, age, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected status is strictly forbidden. Such activity should be reported to an employee's manager, the Human Resources Manager, or the Director of Human Resources immediately. Every employee at LTM INC. is responsible for furthering the implementation of this policy.

Additionally, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may engage in, any of the following activities (1) Filing a complaint; (2) Assisting or participating in an investigation, compliance review/evaluation, proceeding, hearing, or any other activity relating to the enforcement of Title VII of the Civil Rights Act of 1964 ("Title VII") or the administration of section 503 of the Rehabilitation Act of 1973, as amended ("Section 503"), the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended ("VEVRAA"), or any other federal, state, or local law requiring equal opportunity for disabled persons or protected veterans; (3) Opposing any act or practice made unlawful by Title VII, section 503, VEVRAA, or their implementing regulations, or any other right protected by Title VII, Section 503, VEVRAA, or their implementing regulations.

A system to audit, report, and monitor the achievements and goal attainment set forth in the LTM INC.'s Affirmative Action Program has been established and results will be reported to the top management of LTM INC. on at least an annual basis.

As President, I retain the overall responsibility for LTM INC.'s Equal Employment Opportunity and Affirmation Action Programs. The administration and implementation of these important programs for women, minorities, individuals with disabilities, and protected veterans are the responsibility of Jackie H. Baber, Vice President, Human Resources. I ask that each manager and supervisor join me in full support of the principles of equal opportunity and affirmative action. Violation of this policy is a disciplinable offense.

Thomas J. DeBenedetto President, LTM INC.