



Memorandum

TO: All Applicants

FROM: Sandra Marley
President/CEO

SUBJECT: Affirmative Action Policy Statement

LPR International is an Equal Opportunity Employer. It is our continuing policy to recruit, hire, train, and promote qualified individuals in all job categories without regard to race, color, religion, sex, age, national origin, handicap or veteran status. LPR International is committed to Affirmative Action Programs regarding the recruitment, employment, development, and promotion of minorities, females, the handicapped, and Vietnam-era veterans. It is our commitment to provide a work environment free from discrimination and sexual harassment.

Our policy of equal employment opportunity applies to all phases of the employment process, including compensation, benefits, training, transfers, layoffs, educational assistance and social and recreational programs. It is constructed and implemented to assist in achieving equality of opportunity in all aspects of employment.

Each decision maker, manager, or supervisor within LPR International is responsible for the achievement of Affirmative Action Program objectives in his/her respective area of responsibility. LPR International's VP of Operations has been designated as the Equal Employment Officer of the Company and will be responsible for communicating and implementing this policy as well as monitoring related LPR International policies and programs. The VP can be contacted on 240 252 1570.

In carrying out this corporate policy, the VP in conjunction with the Human Resources advisers will review all personnel policies and procedures to insure nondiscrimination as it applies to qualified handicapped persons, disabled veterans and veterans of the Vietnam era.

In order to accomplish this goal, job qualification requirements will be reviewed to insure relevance and consistency with the physical and mental demands of the job. Reasonable accommodations will be made to the physical and mental limitations of employees and applicants who are otherwise qualified to perform a job unless such an accommodation would impose an undue business hardship or impair the safe performance on the job.

It is the responsibility of all LPR International staff members to cooperate and participate in fulfilling the objectives of this policy.

Sandra E. Marley
LPR International
President & CEO



AFFIRMATIVE ACTION QUESTIONNAIRE

All information is to be provided on a voluntary basis.
LPR International will use this information only as a basis of statistical reporting.
No employment decisions are made on the information provided in this form.

Position Applying for: _____ Date: _____

Please check all that apply to you:

Male _____ Female _____

Veteran _____ Non-Veteran _____

Check One:

Asian _____ Black/African American _____

Hispanic _____ Native American _____

Caucasian _____ Other _____

How did you learn of our Company and/or the position? _____

Do you wish to state a federally recognized handicap or medical impairment? If so, please describe below:

Thank you for completing this questionnaire.

Your efforts will ensure that LPR International maintains our reputation of being an Equal Opportunity Employer.