

**Kimball Electronics Shared Services  
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

It is the policy of Kimball Electronics Shared Services not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, sexual orientation, gender identity, national origin, or because he or she is an individual with a disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran, or thereafter referred collectively as "protected veterans." It is also the policy of Kimball Electronics Shared Services to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment. Furthermore, the company will provide qualified applicants and employees who request an accommodation due to a disability with reasonable accommodations, as required by law.

Kimball Electronics Shared Services prohibits harassment of employees and applicants because they are protected veterans. Kimball Electronics Shared Services also prohibits retaliation against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing or otherwise seeking to obtain their legal rights under any Federal, State, or local EEO law requiring equal employment opportunity for protected veterans. Prohibited retaliation includes, but is not limited to, harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

As VP/Human Resources of Kimball Electronics Shared Services, I am committed to the principles of affirmative action and equal employment opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected Denise Harding as the Director HR for Kimball Electronics Shared Services. One of the Director HR's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of Kimball Electronics Shared Services's programs.

In furtherance of Kimball Electronics Shared Services's policy regarding affirmative action and equal employment opportunity, Kimball Electronics Shared Services has developed a written Affirmative Action Program (AAP) which sets forth the policies, practices and procedures that Kimball Electronics Shared Services is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This AAP is available for inspection by any employee or applicant for employment upon request between 8:00 a.m. to 4:00 p.m. at the Human Resources department. Any questions should be directed to me, your supervisor, or Denise Harding, Director HR.



Julie Dutchess  
VP/Human Resources  
Kimball Electronics Shared Services  
07/01/2017