



January 2019

TO: ALL EMPLOYEES AND APPLICANTS:

Our company is committed to the maximum utilization of all human resources and the goal of Equal Employment Opportunity and Affirmative Action. I wish to reaffirm that commitment and bring to the attention of all employees that these objectives are reflected in all aspects of our daily operations. We will continue to recruit, hire, train, and promote in all job titles without regard to race, color, religion, national origin, sex, age, status as a qualified individual with a disability, status as a covered veteran, or any other protected class. Furthermore, we shall continue to provide Equal Employment Opportunity for qualified disabled veterans, Armed Forces service medal veterans, recently separated veterans, other protected veterans, and individuals with disabilities.

Every effort shall be made to ensure that all employment decisions, company programs and personnel actions are administered in conformance with the principle of Equal Employment Opportunity. Each of us has a responsibility to support these objectives and to ensure that this policy is fully implemented within our organization.

I have designated Heather Burns, Director of Human Resources as the Company's Equal Employment Opportunity Coordinator, and have charged her with the responsibility to maintain the necessary programs, records, and reports to comply with all government regulations, including the maintenance of monitoring procedures for our policy objectives.

Further, our Affirmative Action Plans may be reviewed by employees and applicants Monday through Friday, 8:00 a.m. through 5:00 p.m. at the locations listed below. You may also contact the EEO Coordinator at (605) 353-7553.

Sioux Falls, South Dakota:
3010 West 69th Street
Sioux Falls, South Dakota

Butte, Montana:
11 East Park Street
Butte, MT

If you wish to self-identify as a disabled veteran, Armed Forces service medal veteran, recently separated veteran, other protected veteran or an individual with a disability, please contact the EEO Coordinator.

Just as we all share the responsibility for meeting the challenges of our business objectives, each of us must assume a leading role in making our Equal Employment policy work effectively.

Sincerely,

Robert C. Rowe
President and Chief Executive Officer