

Equal Employment Opportunity and Affirmative Action Policy Statement

B. F. Saul Company and Affiliates (the “Company”) is committed to a program of equal employment opportunity in all of its employment practices. The Company affirms its long-standing commitment to maintain an inclusive workforce reflective of the communities in which we operate, maintains a business culture that recognizes the contributions and interests of all cultural and social groups, and maximizes employee efforts by understanding individual differences and perspectives of all our employees.

To ensure full implementation of this equal opportunity policy, we will take steps to ensure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are based on only job requirements and administered without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- c. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

The Chief Human Resources Officer has been appointed the role of Equal Opportunity Officer and has been assigned the overall responsibility to implement the Company’s legally required affirmative action programs related to individuals with a disability and protected veterans. As part of that responsibility, the Equal Opportunity Officer will implement and administer an audit and reporting system to ensure compliance with the Company’s affirmative action obligations, periodically measure the effectiveness of the affirmative action programs, and identify any areas for potential remedial action, as appropriate. If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to view portions of the Company’s affirmative action programs for individuals with a disability or protected veterans, please contact the Chief Human Resources Officer during regular business hours. This is also a reminder that employees may update their disability status at any time by contacting the Chief Human Resources Officer or by logging into the Company’s HRIS System. Employees who need assistance in the clarification or resolution of EEO matters should contact their direct supervisor, department head and/ or Human Resources. If the circumstances make reporting an issue to either

of these individuals difficult, feel free to contact any member of management and/ or Human Resources.

The Company expects each employee to honor equal employment opportunity policies and to treat one another with respect, and in a non-discriminatory manner. In particular, employees are expected to foster a productive work environment that is free from harassment or disruptive activity.