

## **EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION POLICY –**

### **SECTION 1.1**

---

#### **POLICY STATEMENT**

It is the intent of Boise Cascade to comply with the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP): Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; Title VII of the Civil Rights Act of 1964, as amended; and Title VI of the Civil Rights Act of 1964, as amended, to: (1) provide equal employment opportunities to all external and internal job applicants and associates; (2) administer fair recruiting efforts, hiring, compensation and benefits practices, training, upgrading and promoting procedures, transfers, and terminations of employment without discrimination because of race, religion, color, sex, sexual orientation, gender identity, age, marital status, national origin, citizenship, physical or mental disability, veteran status or any other status protected by applicable federal, state or local law with regard to any position of employment for which the applicant or associate is qualified; (3) to provide a workplace free from harassment based on any of the foregoing factors; and (4) encourage the hiring of individuals from minority groups, individuals with disabilities, individuals who are protected veterans, and women.

#### **PURPOSE**

The purpose of this policy is also to ensure that discrimination, harassing conduct, regardless of whether it rises to the level of improper conduct prohibited by law, and/or retaliation will not be tolerated and that all Boise Cascade associates are or will be allowed and able to work in an environment free from such improper behavior or conduct, both verbal and physical. Additionally, Boise Cascade will make reasonable accommodations for qualified applicants or associates with disabilities as outlined in Company Policy 1.3 Disability Accommodations Policy.

#### **SCOPE**

This policy applies to all Boise Cascade associates and applicants, including wholly owned or majority-owned subsidiaries and joint ventures for which the Company has management responsibility.

#### **POLICY**

As a federal contractor, Boise Cascade maintains Affirmative Action Programs for individuals from minority groups, individuals with disabilities, individuals who are protected veterans, and women as



required by the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP). It is the responsibility of the manager in charge of each location and facility to ensure that there is a current Affirmative Action Program in place and that the Program is revised and updated annually. Associates should contact their location's designated HR Contact/EEO Coordinator to view a copy of the current year's Affirmative Action Program. All managers will be held accountable for working to achieve affirmative action goals as defined in the yearly Affirmative Action Programs in the same way they are responsible for meeting other corporate and division objectives.

The following actions are required to ensure a continuing implementation of Boise Cascade's Equal Employment Opportunity Policy:

- Continued compliance with all legal requirements for equal employment and affirmative action, including development of an annual affirmative action plan for each location
- Prompt notification to the corporate Legal Department ([legaldepartment@bc.com](mailto:legaldepartment@bc.com)) regarding all compliance reviews, discrimination complaints or audit requests. Responses to external agencies such as the OFCCP must be handled in a prompt manner and must be reviewed by the corporate Legal Department prior to distribution or any response
- Continued improvement in the implementation of Affirmative Action Programs to encompass the:
  - Establishment of specific yearly goals
  - Active recruitment efforts of individuals from minority groups, individuals with disabilities, individuals who are protected veterans, and women
  - Advancement and training of individuals from minority groups, individuals with disabilities, individuals who are protected veterans, and women
  - Designation of an EEO Coordinator for each business unit
- Collect yearly data and reports to comply with the annual filing requirements for EEO-1 Component; VETS-4212; and certification of Affirmative Action Programs

Boise Cascade is committed to the implementation of the equal opportunity and affirmative action policies.

Complaints should be directed to the [CARE Line](http://BCcareline.com) (BCcareline.com or 1-800-367-4611).

## **ROLES & RESPONSIBILITIES**

The Compliance Department and specific location EEO Coordinators have been delegated overall responsibility for these policies. Each designated EEO Coordinator is responsible for the implementation and auditing of these policies at his or her location, assisted by the Compliance Department and Human Resources managers.

## **RELATED DOCUMENTS**

Disability Accommodations Policy 1.3

Misconduct Policy 1.4

**Revision History**

| <b>Date</b> | <b>Version</b> | <b>Description</b>                                  | <b>Author</b> |
|-------------|----------------|---|---------------|
| 11/01/2021  | 2.0            | Annual Review, inserted in new template             | F. Voulelis   |
| 7/28/2023   | 3.0            | Added DOJ, OFFCP references and grammatical changes | J. Jackson    |
| 9/5/2024    | 3.1            | Corrected 1.4 Related Policy Name                   | J. Jackson    |