

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

TCP's continuing policy is to afford Equal Employment Opportunity to qualified individuals regardless of their race, color, sex, religion, age, creed, marital status, national origin, ancestry, physical or mental disability, sexual orientation, affectional preference, veteran status or citizenship status, or any other classification protected by law. This policy of equal opportunity encompasses all aspects of the employment relationships, including applications and initial employment, promotion and transfer, selection for training opportunities, wage/salary administration, recruiting, hiring, reassignments, sponsored training, compensation, benefits, layoff and rehires, termination of employment, recreation programs, and the application of services, retirement, seniority, employee benefit plan policies and other terms and conditions of employment as provided by law.

TCP, as part of its commitment to Equal Employment Opportunity, adheres to all Local, State and Federal laws and regulations with respect to Equal Employment Opportunity.

Anyone who believes that they have been treated unfairly in any aspect of their employment, we want to assure you that you have an opportunity to present your concerns. The Management for TCP will make special efforts to ensure that all supervisory personnel understand and effectively implement this policy.

Further, all complaints of discriminatory treatment in violation of this policy must be brought to the attention of the Management so that an internal investigation may be undertaken promptly. At the conclusion of an investigation and/or within a reasonable time thereafter, the Management will contact the employee(s) and communicate their findings, if appropriate. Any employee, including managers, involved in, or condoning, discriminatory practices will be disciplined up to and including termination.

We must all realize that it is the responsibility of each and every employee of TCP to give our policy of Equal Employment Opportunity real meaning through our full support.

All members of management are primarily responsible for seeing that TCP's Equal Employment policies are implemented, but all staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

CUSTOMER RELATIONS

The success of TCP depends upon the quality of the relationships between TCP, our employees, customers, and the general public. Our customers' impression of TCP and their