

SUPPLEMENT TO EMPLOYMENT APPLICATION

EMPLOYMENT AT WILL

Your employment with MaxYield Cooperative is at-will, unless otherwise altered through an individual contract that is in writing and signed by the CEO or President of MaxYield Cooperative. You are free to resign at any time. Similarly MaxYield Cooperative is free to conclude the employment relationship at any time.

No officer, supervisor, or employee, other than the CEO or President of MaxYield Cooperative has/have the authority to promise or create any substantive terms or conditions of employment different from those stated in any written policies and/or applicable agreement or contract. Any substantive change to the terms or conditions of your employment must be in writing signed by the CEO or President of MaxYield Cooperative.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

MaxYield Cooperative (MY Co-op) prohibits, forbids, and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, age, national origin, veteran status, or disability. All employees, managers, supervisors, and job applicants are guaranteed the same employment opportunities. No person or employee, no matter his or her title or position, has the authority, whether expressed, actual, apparent or implied, to discriminate against another employee of MY Co-op.

MY Co-op will not discriminate against any employee, manager, supervisor, or applicant on the basis of race, color, religion, sex, age, national origin, veteran status, or disability. MY Co-op supervisors and/or managers will make all recruitment, placement, selection, training and layoff decisions based solely on job-related qualifications and abilities without regard to race, color, religion, sex, age, national origin, veteran status, or disability.

MY Co-op will administer and conduct all personnel procedures including compensation, benefits, discipline, training, recreational and social activities, and safety and health programs without regard to an individual's race, color, religion, sex, age, national origin, veteran status, or disability.

MY Co-op prohibits verbal, physical, or visual conduct that belittles or demeans any individual on the basis of race, color, religion, sex, age, national origin, veteran status, or disability.

Procedure for Reporting Discrimination:

If you have any questions, problems, or complaints regarding a violation of this policy, or discrimination in general, you must communicate your concerns to your immediate supervisor or the CEO or Board President. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the CEO or Board President.

If neither of these alternatives are satisfactory to you, then you can direct your questions, problems, complaints, or reports to Jim Gilliam, Attorney, Brown, Winnick, & Graves at 515-242-2415. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

IMPORTANT NOTE: This policy should not be considered an affirmative action policy or plan. For more information on affirmative action policies and plans, you should contact your local attorney.

This Supplement to the Application for Employment must be included with all Applications for Employment.