



WOLTERGROUP LLC

DIVISIONS

MATERIAL HANDLING
Illinois Material Handling
Wisconsin Lift Truck Corp.
Ellis Systems

FLEET MANAGEMENT
Fleet Services

POWER SYSTEMS
Wolter Power Systems

AFFILIATES
EQUIPMENT LEASING
Wolter Investment Company LLC

BUSINESS PARTNER
Worldwide Parts LTD

LOCATIONS

BROOKFIELD
3125 Intertech Drive
PO Box 430
Brookfield, WI 53008-0430
woltergroupllc.com

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY STATEMENT

TO: All Employees and Applicants for Employment

Our Company is committed to equal employment opportunity for all qualified individuals without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by law. To this end, we support and will cooperate fully with all applicable laws, regulations and executive orders in all of our employment policies, practices and decisions (legally protected status per Executive Order 11246 – disabilities per 41 CFR 60-741.5(a) – and protected veterans per 41 CFR 60-300.5(a)).

We are further committed to assuring that employment decisions are based on valid job requirements. In addition, all personnel actions such as recruiting, hiring, training, promotion, compensation, benefits, transfers, layoffs and termination are administered fairly to all persons on an equal opportunity basis.

We firmly believe that equal employment opportunity can only be achieved through demonstrated leadership and implementation of a viable affirmative action plan. Our Plan sets forth specific affirmative action and equal employment opportunity responsibilities for managers, supervisors and all of our employees. All employees are expected to comply with this policy and our Affirmative Action Plan. We expect all employees to demonstrate respect for all other employees. It is imperative that all employees make personnel and employment decisions in accordance with the Company's policies, practices and procedures.

We invite employees to assist the Company in meeting its goals by referring any qualified minorities, females, disabled individuals, and protected veterans to us as applicants for employment. The Director of Human Resources serves as the Company's Equal Employment Opportunity Coordinator and has responsibility for assuring compliance with the Plan. Please communicate any questions or concerns that you have to her. A copy of the Plan is available for inspection upon a reasonable request during normal business hours from 8:00 am to 5:00 pm Monday through Friday, except holidays at 3125 Intertech Dr., Brookfield, WI 53045.

John G. Weidmann, President
April 1, 2019



**WISCONSIN LIFT TRUCK CORP.
ILLINOIS MATERIAL HANDLING
WOLTER POWER SYSTEMS
ELLIS SYSTEMS
& AFFILIATES**

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APPLICANT POLICY

There are many administrative and contractual responsibilities placed on The Wolter Group as a government contractor. To remain in compliance with our Affirmative Action Plan, every resume and application received at The Wolter Group must be documented and all applicants surveyed for their race, sex, disability status, and protected veteran status. For these reasons, the following Applicant Policy has been adopted by the Wolter Group LLC:

- ◆ Applications and resumes will be accepted ONLY when there is an open and/or listed position, with the exception of forklift, aerial, engine, generator, or hydraulics technicians. Applications and resumes for forklift, aerial, engine, generator, or hydraulics technicians will always be accepted, unless posted otherwise.
- ◆ All applicants must specify the job(s) for which they are applying. Applicants may not indicate "any job" on the application form. A listing of open positions appears on our website at www.wisconsinlift.com/jobs.
- ◆ Incomplete applications will not be considered and will be kept in an inactive file. Although an applicant may submit a resume along with their application, the application form must be completed in its entirety for consideration.
- ◆ Applications will be actively considered for up to 90 days. After that period of time, an applicant will be required to re-apply if a position becomes available.
- ◆ Unsolicited resumes will not be retained or considered. All unsolicited resumes will be discarded.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

If you believe that you have experienced discrimination contact OFCCP
1.800.397.6251 | TTY 1.877.889.5627 | www.dol.gov/ofccp

