



Interoffice Communication

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To VCM Plant Employees
From J. A. DeBernardi
Date January 21, 1982
Subject Equal Employment Opportunity

It is the policy of CONOCO Chemicals Company, a division of CONOCO Inc. to provide equal employment opportunity to all persons. Positive commitment from all levels of management is required to effectively implement such a policy. I want to assure each of you that as Manager of the VCM Plant, I am personally committed to this policy as well as the entire concept of equal opportunity.

In accordance with Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended, with regard to the employment of qualified handicapped individuals; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, relating to the employment of qualified Vietnam Era Veterans and disabled veterans, discriminatory actions against any employee or applicant for employment on the basis of race, color, religion, national origin, or sex will not be tolerated at the VCM Plant. All activities related to, but not limited to, recruiting, training, promotion, company personnel activities, salary compensation and benefit programs, layoff or termination will be administered on the principle of equal opportunity. It is our desire to create a plant environment in which all employees can work without being subjected to discriminatory insults of any kind.

It is expected that all Department Heads and Supervisors be aware of their individual responsibilities and take positive action to maintain the concept of equal opportunity in their areas of responsibility. The VCM Plant has established an Affirmative Action Program pertinent elements of which are available for inspection by contacting the Office Manager. In addition the Office Manager will be responsible for providing periodic reports necessary to keep me informed of progress toward providing equal opportunity to all employees.

J. A. DeBernardi

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