



January 1, 2019

**A NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS**

**AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

Frito Lay has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to assure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, religion, color, national origin, citizenship, sex, gender identity, sexual orientation, protected veteran status, age or disability.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, religion, color, veteran status, national origin, citizenship, sex, gender identity, sexual orientation, age or disability.
- c. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

Responsibility for ensuring compliance and continued implementation of the policy for your facility is assigned to Human Resources. An applicant or an associate with a disability requiring a reasonable accommodation should contact Human Resources for assistance. Kevin Fitzpatrick, Sr. Compliance Manager, also has the responsibility for aiding and assisting the corporation in the implementation of the Affirmative Action Program\*.

Employees of the Company as well as applicants are protected from retaliation for filing a complaint or assisting in the investigation of a complaint under this policy. Any questions or complaints concerning this policy should be forwarded to the employee's supervisor, Human Resources Manager, the Headquarters EEO/Employment Counsel, or the Speak Up line at 1-866-729-4888.

It is Frito Lay's strong desire that this Equal Employment Opportunity policy be carried out in fact as well as in spirit. We want to do everything possible to provide applicants and associates the maximum opportunity to capitalize on their abilities.