



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

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

Olympus has been and will continue to be an equal opportunity employer. Moreover, as a government contractor, Olympus is committed to maintaining an affirmative action program. In furtherance of our responsibility to promote equal employment opportunity, we will take steps to assure that:

- a. Persons are recruited, hired, assigned and promoted for all job classifications based on merit, skill, and experience without regard to race, religion, color, national origin, citizenship, sex, veteran's status, marital status, sexual orientation, age or disability.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from lay offs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, religion, color, veteran's status, national origin, ancestry, citizenship, sex, marital status, 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.

Brett Last has been appointed EEO Coordinator. As EEO Coordinator, Brett will be responsible for planning and implementing our affirmative action program. As part of that responsibility, he will ensure compliance with our Affirmative Action and Equal Employment Policy.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to be considered under our Affirmative Action Plan, please contact Brett Last during regular business hours. Olympus' Anti-Harassment and Non-Discrimination Policy details the reporting, investigation, and resolution processes for promptly addressing any claims of discrimination or harassment. Further information about Olympus' Equal Opportunity in Employment Practices is contained within the Olympus Code of Ethics.

I have reviewed and fully endorse our Affirmative Action and Equal Employment Opportunity Policy. In closing, I ask the continued assistance and support of all of the Company's personnel to attain our objective of equal employment opportunity for all.

Sincerely,

A handwritten signature in black ink, appearing to read "Karl Watanabe". The signature is stylized with a large initial "K" and a long, sweeping underline.

Karl Watanabe  
President-OCA Corporate  
Olympus Corporation of the Americas