



## Commitment to Equal Employment Opportunity and Affirmative Action

To provide equal employment and advancement opportunities to all individuals, employment decisions at HOLT CAT, Texas First Rentals, and related entities (“the Company”) will be made on merit, qualifications, and abilities. It is the policy of the Company and our personal commitment that equal employment opportunity be provided in employment opportunities and practices, regardless of race, color, religion, age, marital status, sex, sexual orientation, gender identity, genetic information, national origin, veteran status, disability, or any other characteristic protected by law. The Company will recruit, hire, train, and promote persons in all job titles, and ensure that all other personnel actions are administered without regard to any characteristic protected by law. Further, the Company will ensure that all employment decisions are based only on valid job and business requirements.

In addition, the Company prohibits harassment of any individual on the basis of any of these characteristics. Also, the Company makes reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship.

Every employee is expected to ensure that his/her actions comply with this policy.

If you have questions or concerns about any type of discrimination in the workplace, you are encouraged to bring these issues to the attention of your immediate supervisor or manager or to Human Resources management. You may raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination because you:

- (1) file a complaint with the Company or with federal, state, or local agencies;
- (2) assist or participate in any investigation, compliance evaluation, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity or affirmative action statute;
- (3) oppose any act or practice made unlawful by federal, state, or local law requiring equal employment opportunity or affirmative action; or
- (4) exercise any other employment right protected by federal, state or local law or implementing regulations.

The Company also commits that it 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.

The Company maintains an audit and reporting system to determine overall compliance with its equal opportunity mandates and to respond to any specific complaints that applicants or employees file with the Company’s Human Resources Department. Overall responsibility for the Company’s equal opportunity programs and for affirmative action compliance activities is assigned to the Company’s VP-Human Resources Partners.

The Company has in place affirmative action plans for females and minorities and for individuals with disabilities and protected veterans. Non-confidential portions of these plans may be reviewed, as appropriate, by making an appointment with the designated Human Resources representative.

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