



1801 Lone Eagle Street • Columbus, OH 43228 • 614 / 853-2500 • Fax 614 / 853-6131

Mechanical Contracting
Since 1876

January 28, 2008

Ohio Bureau of Employment Services
Communications Manager-Woman's Division
145 S. Front Street
Columbus, Ohio 43215

RE: Apprenticeship Program

Communications Manager-Women's Division,

Sauer Incorporated is committed to the principles of Equal Employment Opportunity and is taking an active role in the search for qualified minority and female applicants. Any person who applies for a position with our company will receive equal consideration for employment without regard to race, color, religion, sex, age, national origin, handicap or disability, or veteran status. Where appropriate, applicants will be referred to a union for proper processing.

We have recently received notification from the Plumbers and Pipefitters Local Union #189, regarding acceptance of applications for their apprenticeship training program. A description of the screening procedures and tests required is enclosed.

We invite you to contact the Local Union Hall at (614) 486-8980 in reference to qualified applicants for this program. Also, if we can be any assistance, please feel free to contact the undersigned at (614) 853-2500.

Sincerely,

SAUER INCORPORATED

A handwritten signature in black ink that reads "Penny McFann".

Penny McFann
EEO Officer

encl.

psm/PM

cc: File

An Equal Opportunity Employer
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email - midwest@sauer-inc.com

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of Sauer Incorporated to observe and comply with the Civil Rights Act (Title VII) of 1964, the Federal Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order No. 11246, the Rehabilitation Act of 1973, the Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990 and all pertinent Executive Orders and any other regulations regarding equal employment opportunity.

It is our policy to hire employees without regard to race, religion, color, sex, national origin, age, disability status, or because he/she is a disabled veteran, veteran of the Vietnam Era, 'Other Eligible Veteran' or any other protected class, for any position for which the employee or applicant for employment is qualified.

Sauer Incorporated will act without discrimination in regard to the above in all employment practices, such as: 1) advertising, 2) recruitment, 3) testing, 4) screening, 5) hiring, 6) selection of training, including apprenticeship, 7) upgrading, 8) transfer, 9) demotion, 10) layoff, including retirement, or 11) overtime. Employees will be judged solely by their qualifications for the particular job with such reasonable accommodation for a disability as may be appropriate. None of our facilities are to be segregated, classified or limited in any way that would adversely offset the status of any employee. In accordance with federal regulations, Sauer Incorporated will make every good faith effort to fulfill obligations to minorities, females, veterans and qualified individuals with disabilities.

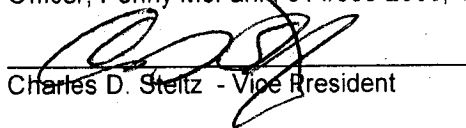
Disabled workers will not be discriminated against because of their disability. Sauer Incorporated understands that according to federal regulations "a disability is any impairment which substantially limits one or more of a person's major life activities". In addition to recruiting, hiring and other conditions of employment, Sauer Incorporated will undertake reasonable accommodation in training, in modifying job requirements and facilities for the physically or mentally disabled to comply with these regulations.

Sauer cooperates fully in the development of programs, including apprenticeship, to assure qualified minority persons, women, disabled, disabled veterans, veterans of the Vietnam Era, and 'Other Eligible Veterans' of equal opportunity for employment in the construction trades and that all of the above conditions are met.

Sauer will take appropriate steps to insure that all employees are advised of our non-discrimination policy and of our interest in actively and affirmatively providing equal employment through notices on bulletin boards, notices in offices and field offices, publications and work with civic groups. In addition to our company policy, as a member of the Mechanical Contractors Association, we subscribe to the efforts of the community and labor.

Sauer will not retaliate against anyone who has opposed employment practices that may be illegal under the Acts or because he/she has testified or participated in any proceeding under the Acts.

Management will continue to be guided and motivated by this policy and, with the cooperation of all employees, will actively pursue the goal of equal employment opportunity throughout the Company. In addition, Sauer firmly supports the concept of equal opportunity with regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status as it applies to the selection of vendors who provide services or products to the company. Anyone who believes he/she has been discriminated against should report this fact promptly to our EEO Officer, Penny McFann, 614/853-2500, 1801 Lone Eagle Street, Columbus, OH 43228.



Charles D. Steltz - Vice President

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT
APPENDIX A AND B INCORPORATED

Sauer Incorporated is a government contractor subject to Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and Section 503 of the Rehabilitation Act of 1973, which requires government contractors to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam Era, 'Other Eligible Veterans' and qualified individuals with disabilities.

All employment practices and procedures used by Sauer have been thoroughly and systematically reviewed to insure that they do not contain any inhibitors to the recruitment, hiring, or advancement of the disabled or covered veterans. Sauer has carefully reviewed the use of mental and physical job qualification requirements and has insured that such requirements are job related and do not have an adverse affect of screening out qualified applicants and employees who are disabled or who are covered veterans. Sauer will insure that all facilities provide for easy access for individuals who are physically or mentally disabled. In offering employment or promotions to the disabled or to covered veterans, Sauer will not reduce the amount of compensation offered because of any disability income, pension or other benefit the individual receives from another source.


If you are a veteran or disabled and would like to be considered under the Affirmative Action Program, please tell us. Submission of this information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) government officials investigating compliance with the Acts shall be informed.

In order to assure proper placement of all employees, we do request that you answer the following: if you have a disability which might affect your performance or create a hazard to yourself or others in connection with the job for which you are applying, please state the following:

(1) the skills and procedures you use or intend to use to perform the job notwithstanding the disability and (2) the accommodations we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations.

Employees and applicants are protected from harassment, threats, coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under the Acts, opposing any act or practice made unlawful by the Acts or exercising any other right protected by the Acts.

Management will continue to be guided and motivated by this policy and, with the cooperation of all employees, will actively pursue the goal of equal employment opportunity throughout the Company.



Charles D. Steitz - Vice President

The full Affirmative Action Program shall be available for inspection to any employee or applicant for employment upon request at 1801 Lone Eagle Street, Columbus, OH 43228, between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday.