

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The employment policy of Heritage Bank is to provide equal opportunity to all persons. Our company, therefore, has made a commitment to equal employment opportunity through a positive and continuing Affirmative Action Program. No employee or applicant for employment will be discriminated against because of race, color, religion, sex, national origin, age, otherwise qualified disabled or veteran status, or genetic information.

To implement these policies, Heritage Bank will continue to:

1. Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, sex, national origin, age, or otherwise qualified disabled or veteran status. Heritage Bank does not discriminate on the basis of national origin or citizenship status as provided under the Immigration Reform and Control Act of 1986;
2. Base decision on employment so as to further the principle of equal employment opportunity;
3. Insure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and
4. Insure that all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs) are administered without regard to race, color, religion, sex, national origin, age, otherwise qualified disabled or veteran status.

Amber Jenson, VP Human Resources Officer, has been designated EEO Coordinator and is responsible for compliance with state and federal equal employment opportunity laws, and for implementing the affirmative action program, including equal employment practices, monitoring, and internal reporting. Employees believing they have not been treated in accord with this policy are encouraged to contact Amber Jenson.

Heritage Bank maintains and annually updates a written Affirmative Action Plan. Employees who wish to view this plan should contact Amber Jenson in the Human Resources department to schedule an appointment during normal business hours.

The continued success of our Affirmative Action Program requires maximum cooperation from every employee throughout our organization. Equal employment opportunity is not only the law, but it is a principle of Heritage Bank. Your cooperation is expected to achieve this goal and we personally stand behind this principle.



Sabrina Robison, SVP Human Resources

1-25-13

Date