



Equal Employment Opportunity/Affirmative Action Policy Statement

It is the policy of Fastenal Company to provide equal employment opportunity / affirmative action to all employees and applicants for employment in accordance with all applicable federal, state, or local, executive orders, regulations and laws. We will not engage in any form of prohibited employment discrimination. This includes: discrimination on the basis of race, color, creed, gender, religion, national origin or citizenship status, disability, age, genetic information, marital status, status with regard to public assistance, sexual orientation, gender identity, familial status, veteran status, or any other protected classifications. This policy is applicable to all personnel actions and practices including, but not limited to, recruitment, selection, promotion, training, transfer, rates of pay, part time work, and all other terms and conditions of employment.

Compliance with this policy is the personal responsibility of all employees, especially those who have responsibilities with regard to the employment process. Further, as an Equal Employment Opportunity / Affirmative Action Employer, we will commit the necessary time and resources to meet our responsibilities and obligations. Any employee who does not comply with this policy is subject to appropriate disciplinary action, up to and including discharge.

To assure compliance with this policy, I have designated Noelle Oas, Director of Compliance-HR. Reyne Wisecup, Executive VP – Human Resources, will report directly to me on any action deemed necessary for action or compliance. If you believe that you have received treatment contrary to this policy, immediately notify any Fastenal supervisor, manager, or to the following individuals at the corporate offices at 2001 Theurer Boulevard, Winona, MN 55987:

NAME:	TITLE:	TELEPHONE NUMBER:
Reyne Wisecup	Executive VP-Human Resources	(507) 453-8112
Noelle Oas	Director of Compliance-HR	(507) 313-7769

A handwritten signature in blue ink that reads "Daniel L. Florness".

Daniel L. Florness
President & CEO



Reaffirmation of EEO/AA Policy

ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT

Daniel L. Florness

I am reaffirming our policy of providing equal employment opportunity / affirmative action to all employees and applicants for employment. All personnel actions will continue to be administered without regard to race, color, gender, religion, national origin or citizenship status, age, disability, status as qualified disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and Armed Forces service medal veterans, per applicable law. We will continue implementation of the following practices:

1. Qualified applicants will be recruited and hired without regard to race, color, sex, sexual orientation, gender identity, religion, national origin or citizenship status, age, disability, status as qualified disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and Armed Forces service medal veterans, as well as, all other protected classifications.
2. All personnel actions will be administered according to our Equal Employment Opportunity / Affirmative Action policy, including but not limited to, employment, upgrading, demotion, transfer, layoff, termination, rates of pay, selection for training, part time employment, including social and recreational programs.
3. All personnel practices and policies will continue to be reviewed on a regular basis to ensure that they satisfy our Equal Employment Opportunity / Affirmative Action responsibilities. This includes periodic reports as required.

Responsibilities

We maintain and update annually written affirmative action programs for minorities and women, disabled individuals, and qualified veteran categories. In addition, it will continue to be our policy to employ and advance in employment qualified individuals, including all protected classes as set forth herein.

Our written affirmative action programs are available for review by employees and applicants for employment by request or appointment at the office of Noelle Oas between the hours of 9 a.m. and 3 p.m.

Reaffirmation of EEO/AA Policy continued

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In addition, employees and applicants for employment will not be subject to harassment, intimidation, threats, coercion or prohibited employment discrimination because they have engaged in or may engage in any of the following activities:

(1) Filing a complaint.

(2) Assisting or participating in an investigation, compliance review, hearing, or any other activity related to Section 503 of the Rehabilitation Act of 1973, as amended, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, the Veterans Employment Opportunities Act of 1998 or any other Federal, State, or local requiring equal opportunity for disabled individuals.

(3) Opposing any act or practice made unlawful by Section 503 of the Rehabilitation Act of 1973, as amended, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, the Veterans Employment Opportunities Act of 1998 or any other Federal, State, or local law requiring equal opportunity for disabled individuals.

(4) Exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, as amended, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, the Veterans Employment Opportunities Act of 1998 or their implementing regulations.

If you believe that you have received treatment contrary to this policy, immediately notify any Fastenal supervisor, manager, or the following individuals at the corporate offices at 2001 Theurer Boulevard, Winona, MN 55987:

NAME:	TITLE:	TELEPHONE NUMBER:
Reyne Wisecup	Executive VP-Human Resources	(507) 453-8112
Noelle Oas	Director of Compliance-HR	(507) 313-7769



Daniel L. Florness
President & CEO



Anti-Harassment Policy

It is the policy of Fastenal Company to provide a workplace free from any type of prohibited harassment, retaliation for having reported prohibited harassment, or participation in any activity protected by applicable federal, state, or local law. This includes, but is not limited to, harassment on the basis of race, color, creed, gender, religion, national origin or citizenship status, disability, age, genetic information, marital status, status with regard to public assistance, sexual orientation, gender identity, familial status, veteran status, or any other protected classifications. Harassing conduct by anyone in our workplace is prohibited and should be reported immediately. This refers to behavior that is personally offensive, impairs morale, and interferes with work. Examples of such conduct include, but are not limited to, the following:

1. Demanding or requiring sexual favors as a condition of employment, continued employment, favorable work assignments, promotions, or favorable working conditions.
2. Repeated and unwelcome sexual advances or physical contact of a sexual nature which have the purpose or effect of unreasonable interference with work performance or which create an intimidating, hostile, or offensive work environment.
3. Repeated and unwelcome comments of a sexual nature (including dirty jokes, sexual innuendos, obscenities) which have the purpose or effect of unreasonable interference with work performance or which create an intimidating, hostile, or offensive work environment.
4. Repeated and deliberate comments about any protected classification, for example, race, color, sex, sexual orientation, gender identity, disability, veteran status, which have the purpose or effect of unreasonable interference with work performance or which create an intimidating, hostile, or offensive work environment.
5. Repeated and unwelcome conduct such as drawing, distributing, or creating materials or objects about protected classifications including, but not limited to, those described above which have the purpose or effect of unreasonable interference with work performance or which create an intimidating, hostile, or offensive work environment.

Engaging in or permitting prohibited harassment, as well as, retaliating against anyone for reporting prohibited harassment will not be tolerated. Allegations of prohibited conduct will be investigated and appropriate disciplinary action, up to and including discharge will occur, if necessary. There will be no adverse action taken against individuals who allege violations of this policy or who participate in the investigation of such matters.

Any individual, who believes that she or he has received treatment contrary to this policy, should immediately report such behavior to a supervisor, manager, or to an individual listed below at the corporate offices:

Reyne Wisecup – Executive VP-Human Resources - (507) 453-8112.
Noelle Oas – Director of Compliance-HR - (507) 313-7769.



Invitation to Self-Identify

1. Fastenal Company is a contractor subject to requirements of Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, as amended, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and the Veterans Employment Opportunities Act of 1998. Government contractors are required to take affirmative action to employ and advance in employment qualified individuals with disabilities, qualified disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, Armed Forces service medal veterans, minorities and women. Therefore, we encourage applicants and employees to self-identify their status. If you are a disabled individual, disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, Armed Forces service medal veteran, a minority, or a woman and would like to be covered by our affirmative action program(s), please tell us.
2. The following are the definitions of the protected veteran categories:
Disabled veteran- a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or a person who was discharged or released from active duty because of a service-connected disability.
Recently separated veteran- any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
Armed Forces service medal veteran- any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
Active duty wartime or campaign badge veteran- a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
3. You may self-identify your status at this time or in the future, as long as, Fastenal Company continues to be a contractor subject to applicable executive orders, laws, and regulations described above.
4. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be used only in ways that are consistent with the requirements of the applicable executive orders, laws, and regulations described above.
5. The information you submit will be kept confidential except: (i) Supervisors and managers may be informed regarding restriction on work or duties of special disabled veterans and disabled individuals and regarding necessary accommodations; (ii) First aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and, (iii) Government officials engaged in enforcing laws administered by OFCCP, or enforcing the Americans with Disabilities Act may be informed.
6. As a government contractor, it is the policy of Fastenal Company to employ and advance in employment all qualified individuals, including qualified disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, Armed Forces service medal veterans, minorities and women.
7. If you are a disabled individual or disabled veteran it would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind.

You can do this now or in the future by notifying Noelle Oas at (507) 313-7769, via regular, interoffice or E-mail [noas@fastenal.com].

Fastenal Company, of course, is committed to complying with the Americans with Disabilities Act of 1990, as amended, including the obligation to reasonably accommodate the known disabilities of otherwise qualified individuals. This information is used for Fastenal Company's Equal Employment Opportunity, Americans with Disabilities Act, and Affirmative Action compliance requirements.

A handwritten signature in blue ink that reads "Daniel L. Florness".

Daniel L. Florness
President & CEO