

SEXUAL HARASSMENT POLICY

Wisconsin Lift Truck Corp. and its affiliates endorses the principle that all employees have the right to work in an environment free from verbal or physical harassment that is sexual in nature. Our company does not condone sexual harassment, which by law is defined as:

Unwelcome sexual advances or other verbal or physical conduct of a sexual nature where submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or a basis for any employment decision, or such conduct creates an intimidating, hostile or offensive work environment.

We will not accept such conduct and appropriate disciplinary action will be taken against anyone engaging in such conduct. Sexual harassment is a serious offense and disciplinary action may be taken up to and including discharge.

Managers and supervisors are responsible for the implementation of this policy and for ensuring that all employees have knowledge of and understand this policy. All employees will be held responsible and accountable for avoiding or eliminating this prohibited conduct.

It is the policy of Wisconsin Lift Truck and its affiliates to treat all complaints of sexual harassment with respect and confidentiality, and with a high regard for the personal privacy of all concerned parties. Any complaints of sexual harassment, or questions regarding this policy, should be directed to an individual's supervisor, or the EEO Coordinator, the Vice President of Human Resources. The Vice President of Human Resources will be responsible for ensuring such complaints are thoroughly investigated, and for recommending appropriate actions to resolve complaints.

Otto J. Wolter
President & CEO

May 1, 2003

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY STATEMENT

TO: All Employees and Applicants for Employment

Our Company is committed to equal employment opportunity for all qualified individuals without regard to race, creed, color, religion, sex, age, national origin, sexual orientation, marital status, military status, disability, special disabled veteran, Vietnam Era, other covered veteran status or other protected status. To this end, we support and will cooperate fully with all applicable laws, regulations and executive orders in all of our employment policies, practices and decisions. We will take affirmative action to assure equal opportunity for employment is provided with regard to all personnel actions, including but not limited to:

All recruiting, hiring, and promotion programs in all job categories;

Decisions regarding employment; and

All personnel actions such as compensation, benefits, transfers, training, social and recreational programs, job opportunities, layoffs, recalls, education and other terms and conditions of employment.

We firmly believe that equal employment opportunity can only be achieved through demonstrated leadership and implementation of a viable affirmative action plan. Our Plan sets forth specific affirmative action and equal employment opportunity responsibilities for managers, supervisors and all of our employees. All employees are expected to comply with this policy and our Affirmative Action Plan. We expect all employees to demonstrate respect for all other employees. It is imperative that all employees make personnel and employment decisions in accordance with the Company's policies, practices and procedures.

We invite employees to assist the Company in meeting its goals by referring any qualified minorities, females, disabled, special disabled veterans, veterans of the Vietnam Era or other covered veterans to us as applicants for employment. The Vice President of Human Resources serves as the Company's Equal Employment Opportunity Coordinator and has responsibility for assuring compliance with the Plan. Please communicate any questions or concerns that you have to her. A copy of the Plan is available for inspection upon a reasonable request during normal business hours from 8:00 am to 5:00 pm Monday through Friday, except holidays at 3125 Intertech Dr., Brookfield, WI 53045.

Otto J. Wolter, President and CEO
May 1, 2003

**WISCONSIN LIFT TRUCK CORP.
ILLINOIS MATERIAL HANDLING
WOLTER HYDRAULICS and POWER SYSTEMS
& AFFILIATES**

APPLICANT POLICY

There are many administrative and contractual responsibilities placed on Wisconsin Lift Truck Corporation and its affiliates as a government contractor. To remain in compliance with our Affirmative Action Plan, every resume and application received at Wisconsin Lift Truck Corporation or its affiliates must be documented and all applicants surveyed for their race, sex, disability, and veteran status. For these reasons, the following Applicant Policy has been adopted by Wisconsin Lift Truck Corporation:

- ◆ Applications and resumes will be accepted ONLY when there is an open and/or listed position, with the exception of forklift, aerial, engine, or hydraulics technicians. Applications and resumes for forklift, aerial, engine, or hydraulics technicians will always be accepted, unless posted otherwise.
- ◆ All applicants must specify the job(s) for which they are applying. Applicants may not indicate "any job" on the application form. A listing of open positions appears on our website at www.wisconsinlift.com.
- ◆ Incomplete applications will not be considered and will be kept in an inactive file. Although an applicant may submit a resume along with their application, the application form must be completed in its entirety for consideration.
- ◆ Applications will be actively considered for up to 90 days. After that period of time, an applicant will be required to re-apply if a position becomes available.
- ◆ Unsolicited resumes will not be retained or considered. All unsolicited resumes will be discarded.