

# THIS ORGANIZATION IS AN EQUAL OPPORTUNITY EMPLOYER

## DISCRIMINATION IS ILLEGAL

This company is an equal opportunity employer and we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, gender identity, religion, sex, national origin, age, marital status, sexual orientation, disability, veterans' status, genetic information, or any other protected status. It is unlawful to discriminate against a person with respect to any term, condition, or privilege of employment, including hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training.

Discrimination by executives, supervisors, employees, clients, vendors, and/or contractors will not be tolerated. In addition, retaliation against any individual who has complained about unlawful discrimination, or retaliation against individuals for cooperating with an investigation of a complaint of unlawful discrimination, also will not be tolerated. Persons who violate this policy will be subject to disciplinary action up to and including termination of employment, and/or termination of the contractual relationship.

Investigations and resolutions will be handled with as much privacy, discretion, and confidentiality as possible without compromising diligence and fairness.

If, after the investigation, it is found that inappropriate conduct occurred, immediate action will be taken, which may include, but is not limited to, reprimand, suspension, change in assignments, mandatory training, loss of privilege, termination, and/or ending of the contractual relationship for cause. Where appropriate, the investigation outcome and results will be communicated to the complainant, alleged harasser, and other involved parties.

In addition, a complaint of discrimination or harassment may be filed with either the appropriate state or federal agency. Failure to first utilize the Internal company complaint process available to you may result in an unfavorable ruling.



## NATIONAL ORIGIN

National origin discrimination, enforced under Title VII and Code of Federal Regulations 29 C.F.R. Part 1606, can be defined as treating an applicant or employee less favorably because of the particular place they come from, their marriage or association with someone of a particular nationality, their ethnicity, accent, or name; the church they attend or social group they participate in; or, the belief they are of a particular ethnic background. National origin discrimination is prohibited whether the national origin is actual or perceived. It is also unlawful to discriminate against anyone because they do not belong to a particular ethnic group.



## SEX, GENDER IDENTITY, SEXUAL ORIENTATION

A person's sex, gender, sexual orientation, and/or gender identity (how the person identifies regardless of the anatomical or assigned gender at birth) must never be allowed to be a factor in employment decisions, unless there is a bona-fide reason for a distinction being made by an employer or prospective employer (e.g., hiring a male or female actor for a certain role). Although Title VII of the Civil Rights Act does not explicitly include sexual orientation or gender identity, the U.S. Supreme Court in the 2020 *Boockvar* case and the EEOC in its regulations have held that Title VII absolutely protects against these types of discrimination, which are another form of sex-based discrimination. An employment policy or practice that applies to everyone, regardless of sex, can still be illegal if it has a negative or disparate impact on the employment of a certain sex and is not job-related or necessary to the operation of the business.



## GENETIC INFORMATION

The Genetic Information Nondiscrimination Act (GINA) prohibits discrimination against applicants, employees, and their family members based on their genetic information. Genetic information includes information about genetic tests, diseases or disorders, family medical history, and requests for or receipt of genetic services. Title I of GINA addresses the use of genetic information in health insurance. Title II of GINA prohibits the use of genetic information in the employment context, including hiring, promotion, discharge, job training, classification, and all other material aspects of employment. GINA prohibits the intentional acquisition of genetic information about applicants and employees, and imposes strict confidentiality requirements on employers who acquire such information.



## RACE

Under Title VII, equal employment opportunities cannot be denied to any person because of their racial group or perceived racial group, personal characteristics associated with race (e.g., hair texture, color, facial features), marriage to, or other intimate association with, someone of a particular race or color. Also, a person cannot be treated unfavorably due to cultural practices commonly linked to a certain race or ethnicity, such as dress, diet, holiday observance, or manner of speech. Employment decisions based on stereotypes and assumptions about abilities, traits, or the performance of individuals of certain racial groups are also strictly prohibited.



## EQUAL PAY

The right of employees to be free from discrimination in their compensation is protected under several federal laws enforced by the U.S. Equal Employment Opportunity Commission (EEOC), including the Equal Pay Act of 1963 (EPA), Title VII of the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act of 1967 (ADEA), and Title I of the Americans with Disabilities Act of 1990 (ADA). Employers may not pay unequal wages to men and women who perform jobs that require substantially equal skill, effort, and responsibility, and that are performed under similar working conditions within the same establishment. Employers also may not pay workers less due to their older age (over 40) or a protected physical or mental disability.

## RELIGION

Employers may not treat employees or applicants more or less favorably because of their actual or perceived religious beliefs or practices. Title VII and Code of Federal Regulations 29 C.F.R. Part 1605 protect not only members of traditional religions, but any applicant or employee holding a sincere religious, ethical, or moral belief. The law also protects garb, grooming, dietary requirements, holiday observances, and other religious practices which must be reasonably accommodated by the employer, unless the accommodation causes an undue hardship for the employer which the employer can clearly demonstrate.



## AGE

Unlawful age discrimination, as enforced under the Age Discrimination in Employment Act (ADEA), is treating an employee or applicant who is 40 years of age or older differently than a person in a similar position who is substantially younger. The related Older Worker Benefits Protection Act of 1990 (OWBPA) strictly prohibits denying benefits to older workers, and places specific time requirements on any waivers by employees of their rights against age discrimination when voluntarily or involuntarily ending employment.



## HARASSMENT

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), and/or the Americans with Disabilities Act of 1990 (ADA). It is defined as unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information. Harassment becomes unlawful where: (1) enduring the offensive conduct becomes a condition of continued employment; or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. The harasser can be the victim's supervisor, a supervisor in another department or area of the office or plant, a co-worker, or even a client or a customer.



## DISABILITY

Under the Americans with Disabilities Act of 1990 (ADA) and its Amendments Act of 2008, employers cannot discriminate against an individual who: (1) has a physical or mental impairment that substantially limits at least one major life activity; (2) has a past history of an impairment; or (3) is regarded as having a disability. The ADA applies to employers with 15 or more employees, and also prohibits covered entities from conducting a medical examination or making inquiries of a job applicant as to whether they are an individual with a disability or as to the nature or severity of such disability, unless the exam or inquiry is pertinent to the essential functions of the job. Notwithstanding these restrictions, it is acceptable for an employer to make pre-employment inquiries into the ability of an applicant to perform functions which are essential to a given job if the employee has a qualified disability (a full list is available from the EEOC), the employer must provide a reasonable accommodation, unless it causes the employer an undue hardship in light of the employer's size, financial resources, and business operations.



## PREGNANCY

Discrimination on the basis of pregnancy, childbirth, or related medical conditions constitutes unlawful sex discrimination under Title VII, which covers employers with 15 or more employees, and the Pregnancy Discrimination Act (PDA). Women who are pregnant or affected by related conditions must be treated in the same manner as other applicants or employees with similar abilities or limitations. Policies or practices which keep women from performing certain tasks are also prohibited. Women who are able to become pregnant are also protected from discrimination under these laws.



## Filing a Complaint

If you feel that you have been subjected to discrimination or harassment by any person employed by or doing business with this company, or you have witnessed such activity, please report the incident immediately to your supervisor. If reporting the incident to your supervisor is inappropriate because your complaint involves your supervisor, or you fear retaliation, then please report the incident to:

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone Number \_\_\_\_\_

## Receiving a Complaint

Anyone that receives a complaint of discrimination or harassment must treat the matter seriously and conduct a prompt, impartial, and thorough investigation and report it to:

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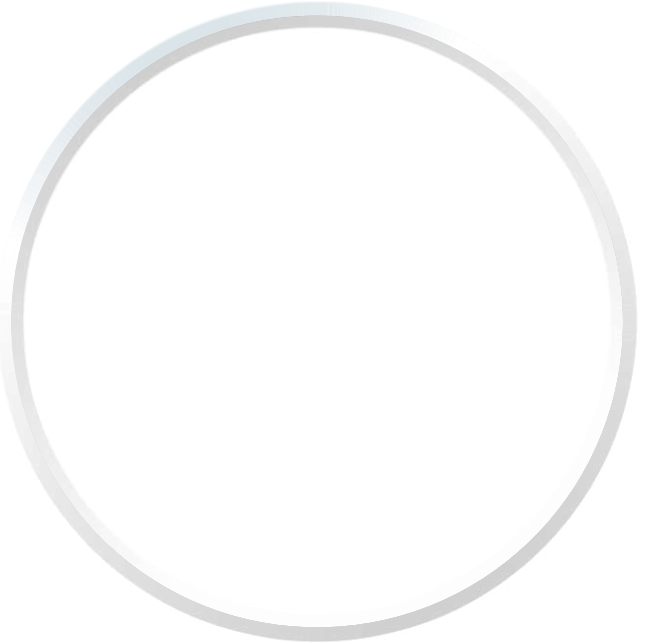
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