

## EQUAL EMPLOYMENT OPPORTUNITY POLICY AND AFFIRMATIVE ACTION POLICY STATEMENT

### EQUAL EMPLOYMENT OPPORTUNITY POLICY

EmployBridge is an equal opportunity employer and is committed to equal opportunity for all employees and applicants. The company recruits, hires, trains, promotes, compensates, and administers all personnel actions without regard to race, color, religion, sex, sex stereotyping, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, gender expression, national origin, age, mental or physical disability, ancestry, medical condition, marital status, military or veteran status, citizenship status, sexual orientation, genetic information, or any other status protected by applicable law.

This policy applies to all areas of employment, including recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, discipline, termination, compensation, benefits, and all other privileges, terms, and conditions of employment. This policy and the law prohibit employment discrimination against any employee or applicant on the basis of any legally-protected status outlined above.

An integral part of this policy is the EmployBridge Affirmative Action Program. See the "Affirmative Action Policy Statement" later in this policy.

Everyone working for EmployBridge must follow this policy. Anyone working for EmployBridge who violates this policy will be subject to disciplinary action, up to and including termination of employment.

EmployBridge is committed to the practice of equal employment opportunity and will not tolerate intimidation or retaliation against employees or applicants because they have engaged in or may engage in filing a complaint of discrimination or retaliation; assisting or participating in an investigation; opposing any act or practice made unlawful by any local, state, or federal law; or for exercising any other legally-protected right.

If you have questions or feel that you have been discriminated against because of your protected status, have been improperly denied a reasonable accommodation, have experienced retaliation, or have witnessed or been subjected to conduct that is otherwise inconsistent with this policy, then you must follow the reporting procedures outlined in the "Policy Against Sexual Harassment and Other Workplace Harassment" set forth in the "Key Policy Detail" of the Colleague and AIB Handbook.

All reports describing conduct inconsistent with this policy will be investigated promptly and effectively, and will be resolved in accordance with the procedure outlined in the company's "Policy Against Sexual Harassment and Other Workplace Harassment." Contact the Human Resources Department if you have any questions.

### AFFIRMATIVE ACTION POLICY STATEMENT

EmployBridge does business with the federal government and is subject to Section 503 of the Rehabilitation Act of 1973 and Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA). Under these laws, we have developed an affirmative action program for individuals with disabilities and protected veterans. EmployBridge's policy is to employ qualified individuals without discrimination because of a disability

or protected veteran status, and to take affirmative action to employ and advance in employment qualified individuals with disabilities and protected veterans.

The company's Chief Executive Officer supports the affirmative action program and urges each employee to commit to carrying out the intent of this policy. EmployBridge maintains an audit and reporting system to determine overall compliance with its equal employment opportunity mandates. The EEO Administrator oversees the affirmative action plan development, modification, implementation, effectiveness, reporting requirements and conducts management updates. Portions of the Section 503 and VEVRAA affirmative action program are available for review in the Human Resources Office during the hours of 8am to 5pm EDT on Tuesday and Thursday.

## CONTACT(S)

Human Resources

## RESOURCE(S)

N/A

## REVISION HISTORY

Prior version Note: This document combines the Statement of Notice from: 2018-02-27 EB Affirmative Action Program and Self-Identification Notice V2.0 with the full Equal Employment Opportunity Policy shown in: EB Colleague and AIB Handbook March 2017 (Key Policy Detail). Because this is a blended document, it has been assigned a V2.1.

Current version: 2018-05-11 EB Equal Employment Opportunity Policy and Affirmative Action Policy Statement V2.1