

## **2.01 NON-DISCRIMINATION**

Our company is committed to a policy of Equal Employment Opportunity with respect to all employees and applicants for employment. The company prohibits discrimination against qualified employees and applicants in all aspects of employment including, but not limited to: recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination and employer-sponsored activities, including social and recreational programs. This policy prohibits discrimination against all legally protected classes including, but not limited to: race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.

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### **PRACTICES**

This policy is observed in all employment practices, including, but not limited to: recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination and employer-sponsored activities, including social and recreational programs and on-the-job treatment of individuals.

### **DECISIONS**

Decisions regarding all employment practices and terms of employment, including, but not limited to: recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination and employer-sponsored activities, including social and recreational programs, will be made in accordance with this policy.

### **QUESTIONS AND COMPLAINTS**

Questions regarding the administration of this policy, or a complaint regarding Equal Employment Opportunity, should be directed to your manager or Human Resources. The company will promptly and thoroughly investigate all complaints. Confidentiality will be maintained to the greatest degree possible, consistent with the company's obligation to thoroughly investigate the complaint.

If not satisfied with the resolution, an employee may pursue an appeal. Appeals will generally follow the steps outlined in the Open Communication policy.

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