

# Anti-Discrimination Policy

Effective Date	Revision Date	Issue Date	Policy Number
02/01/2017		02/01/2017	401

## Objective:

This policy prevents discrimination and retaliation for reporting incidents of discrimination.

## What I Need To Know:

The Company is an equal opportunity employer. The Company does not discriminate based on sex, race, color, religion, national origin, age, disability, genetic information, or any other factor prohibited by applicable law. We value and strive to employ a diverse workforce.

The Company will not tolerate discrimination in the workplace, to include discrimination in hiring, promotion, and assignment. Discrimination based on sex is prohibited discrimination under Title VII. Hiring, promotion, and assignment decisions may not be made on the basis of sex. The same restrictions apply to any other factor prohibited by applicable law, and the Equal Employment Opportunity Act.

Employees who complain about discrimination in the workplace are protected against retaliation. Employees who file a complaint or participate in an investigation, review, or hearing are protected against retaliation.

Once the Company is made aware of any alleged discrimination, it will promptly investigate the situation; if warranted, appropriate corrective action will be administered. In investigating and imposing any corrective action, the Company will take all reasonable steps to preserve confidentiality.

Any adverse treatment of an employee for reporting discrimination, for assisting another employee in making a report, for cooperating in a discrimination investigation, or for filing a charge of discrimination with the Equal Employment Opportunity Commission or a state governmental agency is forbidden.

Employees who believe they have been discriminated against in violation of this policy, who witness conduct prohibited by this policy, or who have an accommodation request must immediately report the conduct and/or make the accommodation request to any of the following Company management officials:

- The employee's immediate supervisor or any member of management
- The employee's HR Representative
- The HR Contact Center at (888) 317-myHR (6947)
- The Business Conduct Helpline at (800) 704-3408

Employees should not assume the Company is aware of conduct that they fail to report.

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## **Responsibilities:**

All employees, as applicable, are responsible for understanding and following the Anti-Discrimination Policy. Questions regarding this policy should be directed to the employee's supervisor or the HR Contact Center.