

Discrimination

<i>Date Implemented:</i>		<i>Date Reviewed/ Revised:</i>	12/7/2024	<i>Reviewed/ Revised By:</i>	HR
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Policy:

The Company is an equal employment opportunity company. No person shall be discriminated against based on race, color, religion, age, sex, gender identity, sexual orientation, national origin, ancestry, citizenship, lawful alien status, physical disability, mental disability, medical condition, marital status, genetic history, veteran status or service in the United States Armed Forces. The Company also makes reasonable accommodations for disabled employees. Finally, The Company prohibits the harassment of any individual on any of the bases listed above. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, discipline, termination, and social and recreational programs.

Procedure:

1. No person shall be denied the benefits of or be subjected to discrimination under any of our programs, activities, admission policies, employment practices, etc., on the grounds of that person's race, color, religion, age, sex, gender identity, sexual orientation, national origin, ancestry, citizenship, lawful alien status, physical disability, mental disability, medical condition, marital status, genetic history, veteran status or service in the United States Armed Forces.
2. All areas of this institution, including, but not limited to, waiting rooms, public toilets, employee bathrooms and dining area, are available to all personnel without regard to the protected characteristics listed above.
3. It is the policy of the Company to employ applicants who possess the requisite education, experience, and/or qualifications to enable them to perform the essential functions and skills of the job for which they are hired. Recruitment, hiring, and promotion decisions are made without regard to the protected characteristics listed above.
4. All training programs are available to all personnel without regard to the protected characteristics listed above.
5. No employee shall aid, abet, compel, coerce, or conspire to discharge or cause another employee to resign based on any of the protected characteristics listed above.
6. It is the policy of the Company to establish pay rates, terms, conditions, benefits, or privileges of employment based on current fair market rates, terms, condition, benefits, and privileges without regard to the protected characteristics listed above.
7. The Company will not knowingly use any employment agency, referral services, employment service, etc., that discriminate based on the protected characteristics listed above.
8. Discrimination, including all forms of harassment based on any of the protected characteristics listed above (e.g., ethnic slurs, jokes, puns, etc.) will not be tolerated and must be reported to the department manager.
9. Any person who feels he/she has been discriminated against and/or unlawfully harassed should

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immediately report the matter to the Administrator or Human Resources and/or file a complaint in accordance with our established grievance procedures.

10. An individual with a disability or handicap must be an "otherwise qualified" applicant and/or employee in order to be eligible for employment or continued employment with this company. (**Note:** An "otherwise qualified" applicant and/or employee is one who is able to perform the essential functions of the job in question either with or without reasonable accommodation(s).)
11. The Company will seek to identify and provide reasonable accommodations to otherwise qualified applicants and/or employees. The company need not offer the applicant/employee the reasonable accommodation that the applicant/employee most prefers.
12. During the recruitment and the hiring procedures of the Company, persons who are disabled or handicapped will be provided with necessary accommodations to provide equal access to testing or interviewing.
13. The Company will seek to provide reasonable accommodation(s) to employees who become disabled or handicapped during their employment. (**Note:** See the limitations provided in Numbers 10 and 11 above.)

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