## Equal Employment Opportunity/Reasonable Accommodation

The Company is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. We prohibit discrimination based on race (including natural hair texture and hairstyles), color, sex/gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity or expression, transgender (including whether or not you are transitioning, have transitioned, or may be perceived to be in transition), religious creed (including religious dress and grooming practices), marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including genetic characteristics or information, cancer or record or history of cancer, or AIDS/HIV status), sexual orientation, military or veteran status, or any other characteristic protected by applicable federal, state, or local laws, regulations or ordinances.

We also prohibit discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

**Reasonable Accommodation:** We recognize and support our obligation to reasonably accommodate employees with disabilities or religious beliefs or practices who are able to perform the essential functions of their positions, with or without reasonable accommodation. We will provide reasonable accommodation to any such employee, unless doing so would impose an undue hardship on the Company.

If you believe you need a reasonable accommodation to perform the essential functions of your job you should contact your manager and Human Resources to request such an accommodation without delay.

**Reporting Suspected Violations:** If you believe you have been subjected to conduct inconsistent with this policy, please immediately follow the Complaint Procedure discussed in the "Anti-Harassment, Discrimination and Retaliation” policy (below). We will promptly investigate and attempt to resolve the situation.

If we determine this policy has been violated, we will take effective remedial action commensurate with the severity of the offense. Appropriate action also will be taken in an effort to deter future violations.

**No Retaliation:** We will not retaliate against you for requesting an accommodation or bringing a good faith complaint, and will not knowingly permit retaliation by management, employees, or your co-workers. If you believe that you have been or are being subject to retaliation, you should immediately notify your manager or \_\_\_\_\_\_\_\_\_\_\_\_.