

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NUMBER 2.1

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SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY/ADA COMPLIANCE

DEPARTMENTS AFFECTED: ALL APPROVED BY: LEADERSHIP 12-12-12

ISSUE DATE: 12/01/90 REVISION DATES: 1-13-95, 6-17-96, 10-5-99/1-1-13 / 7-12-16

EFFECTIVE DATE: 1-13-95

PURPOSE / POLICY:

Marklund shall follow all federal, state and local employment law and is committed to equal employment opportunity. To that end, Marklund will not discriminate against any employee or applicant in a manner that violates the law. Marklund is committed to providing equal opportunity for all employees and applicants without regard to race, age, religion, color, marital status, national origin, gender, sexual orientation, genetic conditions and predispositions, or certain military and veteran status, or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. Marklund's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, disciplinary action, termination, and social, educational and recreational programs. The Director of Human Resources shall act as the responsible agent in full implementation of the Equal Employment Opportunity policy.

Marklund will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Marklund may have violated the Equal Employment Opportunity Policy should report the possible violation to the Director of Human Resources. If the possible violation involves the Director of Human resources, it should be reported to the President/CEO.

If Marklund determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspension, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Marklund will inform the employee who made the complaint of the results of the investigation.

Marklund is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Marklund for qualified persons with disabilities, including the PDA (Pregnancy Discrimination Act). All employment practices and activities are conducted on a non-discriminatory basis. All applicable laws relating to disability discrimination will be strictly followed. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential

accommodation does not create an undue hardship on Marklund. Employees who believe that they may require accommodation should discuss these needs with the Director of Human Resources.

If you have any questions regarding this policy, please see the Director of Human Resources.