

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

In order to provide equal employment and advancement opportunity to all applicants and employees, employment decisions at Safe & Sound will be based on merit, qualifications and abilities. Safe & Sound does not discriminate in employment opportunities or practices on the basis of race, color, religion (including religious dress and grooming practices), creed, sex, gender, gender identity, gender expression, marital status, registered domestic partner status, age, national origin or ancestry (including language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States as authorized under federal law), physical or mental disability (including HIV and AIDS), medical condition (including cancer and genetic information or characteristics), denial of family and medical care leave, pregnancy, childbirth, breastfeeding or related medical conditions, veteran and military status, sexual orientation or any other characteristic protected by federal, state, or local law or ordinance. This policy also prohibits discrimination based on the perception that anyone has a particular protected characteristic, or is associated with a person who has or is perceived as having any protected characteristic. This policy governs all aspects of employment, including but not limited to recruitment, selection, job assignment, compensation, discipline, promotion, termination and access to benefits and training. This policy applies to all persons involved in the operation of Safe & Sound and prohibits discrimination by any employee of Safe & Sound, including temporary employees, supervisors and managers, as well as vendors, clients, customers, independent contractors, volunteers, interns and any other persons.

Safe & Sound's commitment to equal opportunity employment applies to all persons involved in the operations of Safe & Sound including agents and employees of Safe & Sound, as well as non-employees, including vendors or persons providing services, clients and applicants. This policy also applies to off-premises business-related activities and/or activities conducted in conjunction with Safe & Sound business.

Safe & Sound also will make reasonable accommodations for all qualified employees or applicants with known disabilities, provided that such accommodations will not impose an undue hardship on Safe & Sound.

Last Updated: September 2016



Safe & Sound also will make reasonable accommodations for the religious observances and practices of employees, including with respect to employee work schedules, religious dress practices and religious grooming practices, unless doing so would result in an undue hardship to Safe & Sound.

Any employee who believes that this policy has been violated, or feels that they have been discriminated against, harassed, retaliated against, or otherwise treated unfairly as a result of being a member of any of the categories specified above, must report such conduct pursuant to the reporting procedures set forth in Safe & Sound's Policy Against Sexual and Other Workplace Harassment, and Safe & Sound will investigate and attempt to resolve the situation consistent with the procedures set forth in that policy. Retaliation is prohibited as set forth in Safe & Sound's Policy Against Sexual and Other Workplace Harassment.

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