

## **WOOD HARBINGER – FAIR EMPLOYMENT PRACTICES**

### **Equal Employment Opportunity and Affirmative Action Program**

To provide equal employment and advancement opportunities to all individuals, employment decisions at Wood Harbinger will be based on relevant factors like job performance, experience, qualifications, and abilities. Wood Harbinger does not discriminate in employment opportunities or practices on the basis of race, color, religion, creed, sex (including pregnancy, childbirth, or related medical conditions), age, national origin, citizenship, marital status, veteran or military status, medical condition, sensory, physical or mental disability (including HIV status or use of a service animal), genetic information, sexual orientation (including gender identity), political ideology, whistleblower actions, or any other characteristic protected by local, state, or federal law.

This Equal Employment Opportunity (EEO) policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of his/her supervisor and/or the President/CEO. Employees can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination because they: (1) file a complaint with the company or with federal, state, or local agencies; (2) assist or participate in any investigation, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity statute; (3) oppose any act or practice made unlawful by federal, state, or local law requiring equal employment opportunity; or (4) exercise any other employment right protected by federal, state, or local law or its implementing regulations. Any concerns about retaliation must be promptly reported to your supervisor and/or the President/CEO.

#### **A. Reasonable Accommodation – Disability**

Wood Harbinger recognizes that employees with physical or mental conditions that significantly limit their major life activities may need reasonable accommodations to enable them to perform their essential job functions. Any employee who believes that he or she needs reasonable accommodation should notify his or her supervisor and/or the President/CEO. Although the need for accommodation is determined on a case-by-case basis, generally Wood Harbinger and the employee engage in an interactive process. This process may require input from the employee's healthcare provider to confirm the existence of a disability and its limitations in the workplace and to explore reasonable accommodations. If an independent medical examination is needed, Wood Harbinger will pay the costs. The employee has an obligation to cooperate with the company in this process, which may include authorizing the company to communicate with the employee's healthcare provider concerning the employee's condition, its limitations, and possible accommodations.

#### **B. Reasonable Accommodation – Religion**

Wood Harbinger will make reasonable accommodation for employees' religious beliefs. An otherwise qualified applicant or employee who requires reasonable accommodation should inform his/her supervisor of the need for accommodation. An employee should Wood Harbinger share any suggestions about how we might accommodate his or her religion. The employee and his/her supervisor will explore available reasonable accommodations.