

# EQUAL OPPORTUNITY EMPLOYMENT

ESS is an equal opportunity employer and it makes employment decisions on the basis of merit, qualifications, and competence. The Company does not discriminate, harass, or retaliate against any employee or applicant for employment on the basis of race, color, sex, religion, age, national origin, ancestry, marital or familial status, sexual orientation, gender identity, pregnancy, citizenship, military and/or veteran status, genetic information or disability or any reason prohibited by law.

ESS is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of ESS (that's you) and prohibits unlawful discrimination by any employee or supervisor.

ESS' goal is to attract, retain, and promote qualified individuals with diverse backgrounds. This policy prohibits discrimination in any term or condition of employment and applies to, but is not limited to, recruitment advertising, recruitment, compensation, training, promotion, discipline, and/or discharge from employment. Unlawful discrimination in ESS will not be tolerated. Managers or employee-owners who violate this policy will be subject to disciplinary action, up to and including discharge from employment.

ESS is dedicated to treating the religious diversity of all our employee-owners equally and with respect. Employee-owners may request an accommodation when their religious beliefs cause a deviation from ESS' dress code, schedule, basic job duties, or other aspects of employment. ESS will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that ESS will consider are cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation. At no time will ESS question the validity of a person's belief. Religious accommodation request forms are available from Human Resources.

ESS has established a specific procedure for reporting concerns about discrimination (see "Sexual and Other Unlawful Harassment"). Any employee who believes that he or she has been discriminated against in violation of this policy should report his or her concerns by promptly contacting our EEO Officer at [EEO@emerysapp.com](mailto:EEO@emerysapp.com), or contacting your HR business partner. The Company will immediately undertake a thorough and objective investigation. If it is determined that unlawful discrimination has occurred, the Company will take appropriate corrective action, if and where warranted.

The Company prohibits retaliation against any employee-owner who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the Company's Equal Employment Opportunity Policy.

## **QUESTIONS OR COMMENTS REGARDING THIS POLICY SHOULD BE DIRECTED TO:**

### **AMY ALLEN, EEO OFFICER**

Chief Administrative Officer & General Counsel

**816.510.7484**

**[EEO@EMERYSAPP.COM](mailto:EEO@EMERYSAPP.COM)**