

## Equal Employment Opportunity

**Last Modified:** July 2024

**Issued By:** Human Resources

### Purpose

To state Grace's position on equal employment opportunity.

### Scope

This policy applies to all applicants and employees.

### Policy

Grace is an Equal Opportunity Employer. The Company is committed to the principles of equal employment opportunity for all employees and applicants for employment. All policies and procedures including, but not limited to, recruitment, hiring, assignment, conditions of employment, compensation, benefits, training, promotion, transfer, and termination are administered for all employees and job applicants without discrimination based on race, color, sex, pregnancy, religion, national origin, citizenship, age, sexual orientation, gender identity and expression, physical or mental disability, marital status, veteran status, creed, expunged arrest records, genetic predisposition or carrier status, domestic violence victim status, an employee or dependent's sexual and reproductive health decision making, or any other classification protected by applicable federal, state, or local law. In addition, all policies and procedures for employees and applicants are administered without unlawful discrimination on the basis of arrest or conviction record.

The Company is committed to complying with the Americans with Disabilities Act (ADA) and other applicable statutes protecting employees with disabilities. In accordance with the ADA, the Company will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Company. If an employee is disabled and needs an accommodation to perform their essential job functions, the employee should make a request to Human Resources.

All Company employees are responsible for supporting the Company's commitment to equal employment opportunity and to creating a work environment free from unlawful discrimination. If an employee has questions concerning equal employment opportunity, discrimination, or affirmative

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action, they should discuss them with their supervisor or a Human Resources representative or call Grace's Integrity Hotline.