



## **Equal Employment Opportunity Policy**

It is the policy of Capsa Healthcare to provide equal employment opportunities without regard to race/ethnicity, color, national origin, ancestry, sex, gender identity and expression, sexual orientation, marital/parental status, pregnancy/childbirth or related conditions, religion, age, disability, genetic information, veteran status, or any other protected status by local, state, or federal law. This policy relates to all phases of employment, including, but not limited to, recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination and selection for training, including apprenticeship, at all levels of employment.

Furthermore, in accordance with Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act, and their implementing regulations, Capsa Healthcare will also take affirmative action as called for by applicable laws and Executive Orders to employ, consider for promotional opportunities, and advance in employment: disabled veterans, recently separated veterans, Active Duty or Campaign Badge veterans, Armed Forces service medal veterans, and qualified individuals with disabilities.

In furtherance of this policy, the company has developed a written Affirmative Action Program which sets forth the policies, practices and procedures the company is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request during normal business hours.

In order to ensure dissemination and implementation of equal employment opportunity throughout all levels of the company, an EEO Coordinator has been selected. One of the EEO Coordinator's duties will be to comply with EEO-1 and Vets-4212 reporting requirements and analyze such data to ensure affirmative implementation of these policies to avoid any discrimination in employment.

Employees and applicants of Capsa Healthcare will not be subject to harassment on the basis of any protected status. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation or hearing or may have otherwise sought to obtain their legal rights under any Federal, State or local EEO law is prohibited.