

## **I.F.1. POLICY ON NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

### **POLICY**

It is the policy of Chimes International Limited, its subsidiaries and affiliates, (hereinafter referred to as Chimes) to provide equal employment and advancement opportunities to all qualified individuals without discrimination against any applicant or employee on the basis of sex, age, religion, citizenship, disability, sexual orientation, gender identity, marital status, race, color, national origin, ethnic background, socio-economic status, language, military status, pregnancy, genetic information, protected veteran status or any other basis prohibited by federal, state or local law.

Chimes is dedicated to taking affirmative action to ensure equal opportunity for employment is provided with regard to all personnel actions at all job levels, including but not limited to recruiting, interviewing, hiring, promoting, demoting, transferring, training, disciplining, terminating, compensating, benefits, reasonable accommodation, lay-off, recall, or other terms, conditions or privileges of employment.

Employees are placed within Chimes on the basis of relevant qualifications for the position and solely on valid job requirements. Chimes will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the legal duty to furnish information.

In addition, applicants and employees are protected from harassment, threats, coercion, intimidation or discrimination for:

- Filing a complaint;
- Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), Section 503 of the Rehabilitation Act of 1973, or any other federal, state or local law requiring opportunity for protected veterans or individuals with disabilities;
- Opposing any act or practice made unlawful by VEVRAA, Section 503, or its implementing regulations in this part, or any other federal, state, or local law requiring equal opportunity for protected veterans and individuals with disabilities; or
- Exercising any other right protected by VEVRAA, Section 503, or its implementing regulations.

This Equal Employment Opportunity (EEO) policy has the full support of the Personnel Officer, (President/CEO of Chimes International Limited for its implementation. The Agency has designed and implemented an audit and reporting system to monitor and maintain effective measurement of its equal opportunity and affirmative action programs. A copy of this Equal

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Employment Opportunity statement that affirms the Agency's commitment to equal employment opportunity and affirmative action is posted for viewing on bulletin boards in all Agency facilities.

In furtherance of Chimes policy regarding Affirmative Action and Equal Employment Opportunity, Chimes has a written Affirmative Action Plan in accordance with Executive Order 11246 that sets forth the policies, practices and procedures to which Chimes is committed in order to ensure that its policy of nondiscrimination and affirmative action is accomplished.

In addition, Chimes complies with the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (ADAAA).

### PROCEDURE

Reporting to the Equal Employment Opportunity Commission (EEOC) is completed on an annual basis at the close of the calendar year, and consistent with applicable laws and regulations. If the review or report indicates a failure to achieve the stated policy of equal opportunity, corrective action will be implemented immediately.

The Department of Human Resource Management will assure that Chimes is in compliance with federal, state and local regulations regarding nondiscrimination and equal employment opportunities. The Affirmative Action Plan is available for inspection by any applicant or employee upon request to the Department of Human Resource Management during normal business hours. In accordance with applicable federal and state regulation, the plan is updated annually.

*1/85; 1/94; 5/95; 12/96; 1/00; 11/02; 5/05; 11/08; 12/09; 5/11; 12/11; 2/13; 5/13; 7/14; 5/15; 1/16; 8/16*