



Day & Zimmermann NPS®

We do what we say.®

Section: Human resources Section Number: 1400
Policy: **EEO, Affirmative Action, Non-discrimination** Policy Number: **1402**
Effective: 5/1/2007

Also see Policy 1402-01

General

The Company has implemented and adheres to a policy of non-discrimination in all aspects of business in furtherance of its corporate values (see Policy 1003).

It is the responsibility of each Business Unit, Staff Unit or work location to ensure that employment practices are in compliance with all applicable employment-related laws and with regulations that safeguard this equality of opportunity.

Communications to Company employees, along with concerns and questions with respect to Equal Employment Opportunity and Affirmative Action should be coordinated through the local Human Resources Function and through Corporate Human Resources.

Affirmative Action

The Company is committed to affirmative action programs to assure that qualified individuals who are members of groups that have suffered discrimination elsewhere are sought out and made aware that the Company welcomes and solicits their applications for employment and offers fair, impartial and equal employment opportunity to all employees and prospective employees.

Equal Employment Opportunity (EEO)/EEO Certifications

The Company will afford equal opportunities to all without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, handicap, disability, marital status or status as a disabled veteran or a veteran of the Vietnam Era or other covered veteran.

Qualifications for valid non-biased job requirements shall be the only basis for decisions regarding employment status.

All necessary paperwork relating to Corporate-wide EEO certifications and the statistical portion of the annual Affirmative Action Plan are the responsibility of the Corporate Human Resources Department.

Administration of the Affirmative Action goals and commitments are the responsibility of each Business and Staff Unit with the support of the corresponding Human Resources function.

Coordination with the Corporate Human Resources Department is required prior to the implementation of any EEO action or certification by any Business Unit at any local work location

Americans with Disabilities Act of 1990 (ADA)

The Company will provide reasonable accommodation to any known physical or mental limitation of qualified disabled applicants and employees who otherwise qualify for a job, unless the accommodation would impose undue hardship on the Company.

Reporting Employment Claims

The Business or Staff Unit Head responsible for a Unit or Staff, which is the subject of an employment claim, must notify the Group President or the responsible Corporate Officer, within 24 hours of receiving a copy of the claim. An employment claim includes any claim or charge filed with any state or federal court, or with the Equal Employment Opportunity Commission, Department of Labor or similar state agency, alleging unlawful conduct such as racial, gender, disability, or age discrimination or harassment.