

Equal Employment Opportunity Policy

SourceAmerica is committed to creating and maintaining a workplace in which all individuals have an opportunity to participate and contribute to the organization's success and are valued for their skills, experience, and unique perspectives. SourceAmerica strives to promote a diverse workforce in an inclusive work environment that is free from discrimination in accordance with the Non-Discrimination and Anti-Harassment policy (USHR1-0005) and more accessible and equitable for all through reasonable accommodations in accordance with the Disability and Reasonable Accommodation policy (USHR1-0007).

This policy is intended to supplement, but not replace any local, state, or federal laws, rules, or regulations governing whistleblowing or SourceAmerica's Code of Conduct (USLE1-0008) or Reporting Suspected Violations and Anti-Retaliation Policy (USLE1-0005).

1. Scope

This policy applies to all SourceAmerica applicants, SourceAmerica employees, SourceAmerica interns, volunteers, temporary employees, temporary interns, and contractors (hereafter "Individuals").

2. Policy

SourceAmerica is an equal employment opportunity employer. All employment decisions, including, but not limited to, compensation, benefits, transfers, layoffs and recall from layoffs, separations, access to training, education, tuition assistance and social recreation programs, are based on business needs, job-related standards, competence, and qualifications, without regard to race, national origin, religion, age, color, sex, domestic partner status, sexual orientation, gender identity, disability, or protected veteran status or any other characteristic protected by local, state, or federal laws, rules, or regulations.

Individuals shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have:

- Filed a complaint,
- Assisted or participated in an investigation, compliance review, hearing or other activity related to the administration of any federal, state, or local law requiring equal employment opportunity,
- Opposed any act or practice made unlawful by any federal state or local law requiring equal opportunity, or

- Exercised any other right protected by federal, state or local law requiring equal opportunity.

Equal employment opportunity notices are posted throughout SourceAmerica offices, and on the Intranet, as required by law. These notices summarize the rights of Individuals to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event any Individual believes they have been discriminated against. Violations of the provisions and/or spirit of this policy should be reported in accordance with the Reporting Suspected Violations and Anti-Retaliation Policy (USLE1-0005). SourceAmerica will investigate all complaints and take appropriate remedial action.

SourceAmerica expects all Individuals to act in accordance with our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination, harassment, and retaliation.

3. Compliance

Appropriate disciplinary action may be taken against any Individual violating this policy, up to and including termination of employment or engagement.