



## **KELLER FOUNDATIONS EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY STATEMENT**

The Company will employ persons and make employment related decisions without regard to race, color, religion, ancestry, medical condition, genetic information, family, or marital status, national or ethnic origin, age, sex, gender, gender identity or expression, sexual orientation, veteran or military status, physical or mental disability, pardon convictions or any other basis prohibited by law. The Company will take affirmative action to ensure that the Policy is implemented, particularly with regards to: application procedures, employment, upgrading, promotion, demotion, transfer, rehire, job assignment and classification, recruitment, recruitment advertising, layoff, termination, compensation, leave, fringe benefits, social activities, training, and working conditions.

The Company will continue to notify employment entities and agencies, and in employment opportunity announcements, that the foregoing is Company Policy; and that all applicants and employees will continue to be compensated, trained, advanced, demoted, terminated, hired, and transferred solely on the basis of the individual's merit.

All present employees are requested to encourage minorities, women, veterans, and qualified disabled persons to apply for employment with the Company or to apply for training in an approved On-the-Job Training or Apprenticeship Program.

The Company will provide reasonable accommodations for qualified disabled individuals. Any applicant or employee requiring an accommodation to perform the essential functions of a position should contact the Equal Employment Opportunity (EEO) Officer and request such an accommodation. The Company will then conduct an investigation and identify possible accommodations. If the accommodation is reasonable then the Company will make the accommodation.

The Company will ensure and maintain a working environment free of harassment, and will prohibit its supervisors, managers, coworkers and third parties such as customers or vendors, from participating in discrimination, and retaliation at all job-sites, and in all facilities at which employees are assigned to work. In addition, this policy protects all contractors, unpaid interns and volunteers that may be representing the company. This policy will be rigidly enforced at all times. Examples of misconduct include, but are not limited to, sexual harassment, racial, ethnic, or religious slurs. Any violation of the Policy should be reported immediately to a supervisor or to the Company's EEO Officer. Supervisors who receive complaints must report them to Human Resources immediately. All necessary measures shall be taken to include confidentiality to the greatest extent possible. In addition, investigations will be handled by a qualified person, who will be required to follow due process with necessary documentation and a timely closure. There will be a Zero Tolerance policy in place for retaliation for bringing forth a complaint or participating in an investigation of a complaint.

The Company will ensure that all job sites and facilities, including company activities are non-segregated, except that separate or single-user toilets and necessary changing facilities shall be provided to assure privacy between genders.

The Company 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 contractor's legal duty to furnish information.

The Company's Equal Employment Opportunity Officer's name and address is:

Linda J. Kosmicky, Human Resources Director  
7550 Teague Road, Suite 300, Hanover MD 21076  
(866) 597-5430

*Equal Opportunity Employer*

