

EQUAL EMPLOYMENT OPPORTUNITY

The Firm believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, creed, sex, national origin, citizenship status, ancestry, veteran status, age, disability, genetic information, marital status, sexual orientation, gender identity or expression, or any other status protected by applicable federal, state or local laws. Equal employment opportunities will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, compensation, benefits, educational assistance, training, access to facilities and programs, promotion, transfer, and general treatment during employment.

Any individual with a disability as defined by the Americans with disabilities Act (ADA) who meets a job's skill, experience, education, and other related requirements, and who is able to perform the essential functions of the job, whether with or without reasonable accommodations, will be considered without regard to their disability for all recruiting, hiring, training, promoting, and all personnel related activities such as compensation, benefits, transfers, educational assistance, layoffs, and return from layoffs.

The Firm will endeavor to make reasonable accommodations for the known disabilities of an otherwise qualified applicant for employment or employee, unless undue hardship on the operation of our business would result. Any applicant or employee who requires accommodation in order to perform the essential functions of a job is encouraged to contact Human Resources. If the applicant or employee does not receive a response to such a report within 5 business days, employee should contact MyHR. The applicant or employee should advise the Firm what accommodations he or she believes are needed in order to perform the job.