

## EEO POLICY



### Equal Employment Opportunity and Affirmative Action

The firm is dedicated to the principles of equal employment opportunity. It is the firm's policy to prohibit discrimination, harassment, and retaliation of any type and to afford equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, marital status, military status, veteran status, gender identity, sexual orientation, genetic information, or any other protected characteristic under applicable law. This policy relates to all phases of employment, including but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce, termination of employment, rates of pay or other forms of compensation, selection for training, and participation in Firm-sponsored employee activities. The firm will adhere to provisions in applicable laws providing for bona fide occupational qualifications or business necessity where appropriate.

As part of the firm's equal employment opportunity policy, the firm also will take affirmative action as called for by applicable laws to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into its workforce and considered for promotional opportunities.

Applicants and employees shall not be subjected to harassment, intimidation, or any type of retaliation because they have:

- Made an informal or formal complaint
- Assisted or participated in an investigation, compliance review, hearing, or any 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
- Exercised any other legal right protected by federal, state, or local law requiring equal opportunity

All employees are expected to acknowledge this policy and to cooperate with its implementation. Employees who violate this policy may be subject to disciplinary action, up to and including possible termination of employment. Employees who feel that they have been the victim of discriminatory treatment or harassment of any kind should bring forward their concerns immediately to their supervisor, office administrator, the Chief Human Resources Officer, the Managing Partner, or the Chief Operating Officer.