

## EEO Policy from Policy Manual

### 301.1 - EEO Policy Statement

The Firm is committed to providing a work environment that is free from unlawful discrimination and harassment in any form. It is the Firm's policy to comply with all applicable laws that provide equal opportunity in employment for all persons and to prohibit unlawful discrimination in employment. In accordance with the provisions of applicable federal and local laws, the Firm's policy is not to discriminate by reason of race, color, religion, sex, sexual orientation (including gender identity and/or expression), pregnancy, national origin, age, disability, veteran status or any other factor protected by law. The Firm will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship. Persons with disabilities who are in need of accommodation are encouraged to discuss their needs with their Office Manager or a member of the firm's Human Resources Department. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, discipline, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in any of the following activities: (1) making a complaint; (2) assisting or participating in an investigation, compliance review, hearing or any other activity related to the administration of any applicable Federal, State or local law requiring equal opportunity for individuals regardless of race, color, religion, sex, sexual orientation (including gender identity and/or expression), pregnancy, national origin, age, disability, veteran status, or other characteristic protected by law; (3) opposing any act or practice made unlawful by any applicable Federal, State or local law requiring equal opportunity for individuals regardless of race, color, religion, sex, sexual orientation (including gender identity and/or expression), pregnancy, national origin, age, disability, veteran status, or other characteristic protected by law; or (4) exercising any other right protected by any applicable federal law that prohibits discrimination on the basis of any protected characteristic.