



## Tosoh Policy

Type: *Core*

# **Equal Employment Opportunity**

Rev. 4, 01/01/2021

[Table of Contents](#)

### **EEO:**

The Company provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, creed, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, gender identity, national origin, citizenship status, age, handicap, disability, medical condition, marital status, veteran status, uniformed servicemember status or any other classification protected by applicable local, state or federal employment discrimination laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Company also does not discriminate against applicants and employees based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. The Company complies with GINA (Genetic Information Nondisclosure Act) which restricts employers' acquisition of genetic information and limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

If you have any questions regarding the Company's EEO Policy, or equal employment opportunity matters, please speak with your supervisor or a Human Resources Representative.

### **ADA (Americans with Disabilities Act):**

The Company is committed to complying fully with the Americans with Disabilities Act (ADA) and applicable state laws. Under these laws, persons with disabilities may seek reasonable accommodations in regard to performing the essential functions of their jobs. Any employee who believes that he or she is disabled is welcome to discuss that possibility with Human Resources. Except where there exists a business need to know, others in the Company will not be informed of an employee's disability.

Under the ADA and similar laws, the Company and an employee who wishes to be reasonably accommodated should enter into an "interactive process." Through that process, the Company and the employee will share and discuss medical data and other relevant information in a good faith effort to determine if the employee is disabled within the law. If so, the Company and the employee will also discuss potential accommodations regarding the disability. The Company will reasonably accommodate the employee with respect to the essential functions of his or her job, unless doing so would constitute an undue hardship or the disability creates a direct threat regarding safety.

All employment practices and activities are conducted on a non-discriminatory basis.



TOSOH

### **Affirmative Action Policy**

In support of the above EEO Policy, the Company takes affirmative action and has developed a written Affirmative Action Program, which contains specific and results oriented procedures to which the Company is committed to apply every good faith effort. In addition, the Company is committed to taking affirmative action to employ and advance in employment qualified individuals with disabilities and protected veterans (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran), at all levels of employment.

A written Affirmative Action Plan is prepared annually and complies with Executive Order 11246, Section 503 of the Rehabilitation Act of 1973 for the disabled, and Vietnam Era Veterans Readjustment and Assistance Act (VEVRAA).

### **Religious Accommodation:**

The Company will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the Company.

The Company has developed an accommodation process to assist employees, management, and Human Resources. Through this process, the Company establishes a system of open communication between employees and the Company to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests. Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and the employee's request for accommodation to the attention of Human Resources to initiate the accommodation process. The Company requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

The Company will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.