

## EASTHAM & ASSOCIATES

### EQUAL EMPLOYMENT OPPORTUNITY POLICY

Eastham & Associates is an Equal Opportunity Employer and complies with all applicable provisions of Federal and State laws governing the employment and treatment of all applicants and employees.

Our firm's policy is to provide equal employment opportunities in all job categories without regard to race, color, creed, religion, national origin, ancestry, citizenship, sex, marital status or age. We also provide equal employment opportunity to qualified individuals with disabilities and Vietnam-era veterans.

These principles are applied in each stage of recruiting and hiring, training, selection, promotion, compensation and benefits, transfers, layoffs and recalls, or terminations. Eastham & Associates, therefore, intends to provide fair and equal employment opportunities at all job levels to all applicants and employees.

Applicable standards and authorities adhered to under this policy are as follows:

#### A. Employers holding Federal contracts or subcontracts

1. Executive Order 11246, as amended, prohibiting job discrimination on the basis of race, color, religion, sex or national origin and requires affirmative employment action to ensure equality of opportunity in all aspects of employment.
2. Section 503 of the Rehabilitation Act of 1973, as amended, prohibiting job discrimination and requires affirmative employment action and advancement because of handicap, and Section 504, as amended, prohibiting employment discrimination on the basis of a disability in any program or activity which receives Federal financial assistance.
3. 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, prohibiting job discrimination and requiring affirmative employment and advancement action for qualified Vietnam-era veterans and qualified special disabled veterans.

#### B. Private Employers, State and Local Governments, Educational Institutions

1. Title VII of the Civil Rights Act of 1964, as amended, prohibiting discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, or referral on the basis of race, color, religion, sex or national origin.
2. The Americans With Disabilities Act of 1990, as amended, protecting qualified applicants and employees with disabilities from discrimination on the basis of disability, and requires provision of reasonable accommodations.
3. The Age Discrimination in Employment Act of 1967, as amended, protecting applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.
4. Equal Pay Act of 1963, as amended, prohibiting sex discrimination in payment of wages to women and men for performance of substantially equal work in the same establishment.

#### C. Other

1. Family and Medical Leave Act of 1993, requiring covered employers to provide up to 12 weeks of unpaid, job protected leave to "eligible" employees for certain family and medical reasons.
2. Employee Polygraph Protection Act, prohibiting private employers from using lie detector tests either for pre-employment screening or during the course of employment.

#### D. State of Ohio

1. Ohio Revised Code, Sections 4112.01 - 4112.11 and 4112.99, prohibiting employers from denying equal opportunity in hiring, tenure, terms, conditions or privileges of employment on the basis of race, color, religion, sex, national origin, handicap, ancestry or age, or to request information, keep records of, or publish advertisements which indicate such prior to or after employment.
2. Ohio Revised Code, Section 4109, establishing and controlling restrictions on employment practices and occupations for minors 16 and 17 years of age and prohibiting certain occupations of minors under 16 years of age.
3. Ohio Revised Code, Sections 4111.01 and 4111.02, describing minimum wage requirements for tipped and nontipped employees and employees exempt from minimum wage requirements.