

Policy Number: 3.1

Revision: 002

Title: EQUAL EMPLOYMENT OPPORTUNITY

Effective Date: December 2, 2018

AND AFFIRMATIVE ACTION

I. PURPOSE

Thompson Gray, Inc. is committed to ensuring equal employment, training and advancement opportunities for all applicants and employees.

II. SCOPE

This policy applies to all employees and applicants of Thompson Gray, Inc.

III. POLICY

It is the policy of Thompson Gray to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, 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 and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, and with the full support of Ron Gray, CEO, Thompson Gray will also take affirmative action as called for by applicable laws and Executive Orders 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 our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) 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; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout Thompson Gray. A notice explaining the company's policy will remain posted.

Notice of availability – Per 41 C.F.R. §60-300.41, our Affirmative Action Plan (AAP) is available for viewing and inspection by applicants and employees upon request. Please contact Sara Murphree, Director of Business Operations Services to schedule a time to review the AAP. She may be reached at 256-582-1414 or smurphree@thompsongrayinc.com.

Revision History

Revision	Date	Reason for Change
001	12/2/2018	Update policy
002	9/10/2020	Update policy