



## **RefReps Equal Employment Opportunity (EEO) Policy**

### **1. Policy Statement:**

RefReps LLC (RefReps) is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetic information, or any other characteristic protected by applicable law. This policy applies to all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other terms and conditions of employment.

### **2. Non-Discrimination:**

RefReps prohibits discrimination and harassment based on any protected status and is committed to maintaining a workplace that is free from discrimination and harassment. All employees are expected to treat each other with respect and dignity, fostering a work environment that values diversity and inclusion.

### **3. Recruitment and Hiring:**

RefReps ensures that its recruitment and hiring practices are fair and impartial. All employment decisions, including hiring, promotion, and compensation, are based on qualifications, merit, and business needs. RefReps encourages a diverse pool of candidates and is dedicated to creating a workforce that reflects the diversity of the communities in which we operate.

### **4. Harassment-Free Workplace:**

RefReps is committed to providing a work environment free from harassment. Harassment of employees, whether based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetic information, or any other protected characteristic, is strictly prohibited. This includes, but is not limited to, offensive jokes, slurs, name-calling, and any other verbal or physical conduct that creates a hostile or intimidating work environment.

### **5. Reasonable Accommodation:**

RefReps will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship. Employees who require accommodations should contact the Human Resources department to discuss their needs.

### **6. Retaliation:**

RefReps strictly prohibits retaliation against any employee who, in good faith, reports discrimination or harassment or participates in an investigation into such reports. Retaliation is a violation of this policy and will result in appropriate disciplinary action, up to and including termination.



**7. Responsibility for Compliance:**

All employees, including managers and supervisors, are responsible for ensuring compliance with this EEO policy. Any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination.

**8. Reporting and Investigation:**

Employees who believe they have experienced discrimination or harassment should promptly report the incident to their supervisor, Human Resources, or any other designated reporting channel. RefReps will promptly investigate all complaints and take appropriate corrective action.

**9. Training and Awareness:**

RefReps is committed to providing regular training to employees to ensure awareness and understanding of this EEO policy. Training will cover topics such as discrimination, harassment prevention, and creating an inclusive work environment.

**10. Review and Update:**

This EEO policy will be reviewed periodically to ensure its continued effectiveness and compliance with applicable laws. Updates will be made as necessary to reflect changes in the law or the company's operations.

Signed:

A handwritten signature in black ink, appearing to read "Kyle Armstrong".

[Kyle Armstrong]

01/01/21