

# STONEHOUSE

## MARKETING SERVICES

### **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM STATEMENT OF POLICY**

StoneHouse Marketing Services is committed to a program of equal employment opportunity without regard to race, color, ethnicity, national origin, ancestry, citizenship, sex, pregnancy, sexual orientation, gender identity, age, religion/creed, handicap/disability, genetic information/history, military/veteran status, or any other characteristic or condition protected by law. It is the policy of StoneHouse Marketing Services not merely to refrain from employment discrimination as required by the various federal, state, and local enactments, but to take positive affirmative action to realize for women, people of color, individuals with disabilities and protected veterans full equal employment opportunity. We support the employment and advancement in employment of individuals with disabilities and of protected veterans, and we treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.

In furtherance of this policy, StoneHouse Marketing Services will:

1. Recruit, hire, train and promote persons of all job classifications, without regard to race, color, ethnicity, national origin, ancestry, citizenship, sex, pregnancy, sexual orientation, gender identity, age, religion/creed, handicap/disability, genetic information/history, military/veteran status, or any other characteristic or condition protected by law.
2. Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only job-related requirements for promotion opportunities.
3. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoff, leaves, and StoneHouse sponsored training, education, social and recreation programs will be administered without regard to race, ethnicity, color, national origin, gender, religion, age, sexual orientation, veteran status, disability or other protected status.
4. Take affirmative action on behalf of women, people of color, individuals with disabilities and protected veterans to actively recruit and place qualified members of these groups for employment with StoneHouse Marketing Services;
5. Provide for the prompt, thorough, and impartial consideration of all complaints.
6. Identify and analyze problem areas in employment of women, people of color, protected veterans and individuals with disabilities and establish procedures for the elimination of such deficiencies; provide a program of action toward these ends and timetables for the achievement of equal employment opportunity in accordance with the spirit of the law.
7. Take affirmative action to eliminate problem areas and to achieve certain goals, and continually measure, records, and report on progress toward their realization.
8. Make a good faith effort to reasonably accommodate the physical and mental limitation of any employee or applicant for employment or for religious purposes unless such accommodation imposes an undue hardship on the conduct of our business.

The Director of Human Resources will also ensure that statistical reports, designed to establish and maintain a flow of accurate information about recruiting and employment in general, and about minority persons, women, protected veterans and individuals with disabilities, in particular, will be prepared on a regular basis. Employees who need assistance in clarification or resolution of EEO matters or who are interested in reviewing the Affirmative Action Plan for Individuals with Disabilities and Protected Veterans should contact the Director of Human Resources. If the circumstances make reporting an issue to either of these individuals difficult, feel free to contact any member of management. Retaliation against any employee for making an EEO claim or participating in the investigation of a complaint is strictly prohibited and will not be tolerated.

StoneHouse Marketing Services will make a good faith effort to reasonably accommodate the physical and mental limitations of any employee or applicant for employment or for religious purposes unless such accommodation would impose undue hardship on the conduct of our business. We encourage applicants and employees to assist us in identifying accommodations that he or she may need to perform the job.

On a strictly voluntary basis, StoneHouse Marketing Services invites all individuals with a disability and protected veterans who are either employees or applicants for employment, and who wish to participate under our Affirmative Action Program to identify themselves to their manager or the Human Resources department. Any individual who identifies himself/herself will not be subjected to any form of harassment or retaliation based on his/her status or self-identification. Further, this self-identification will be kept confidential. For purposes of this policy protected veterans include disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and armed forces service medal veterans.

The President fully supports the Affirmative Action Program and directs the responsibility of all those with employment responsibility to seek to achieve the stated aims of this program. Moreover, it is the responsibility of each and every member of the staff of StoneHouse Marketing Services to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of work life at StoneHouse.