



Equal Employment Opportunity

The Corradino Group, Inc. is firmly committed to treating employees and applicants for employment according to their experience, talent, and qualifications for the job, without discrimination because of race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, membership in a protected age group, disability (if otherwise qualified for the job), genetic information, or any other legally protected classification. Our policy in this regard covers all employment decisions, including recruitment, hiring, placement, promotions, transfers, layoffs or terminations, rates of pay, employee benefits, and selection for training.

In order to fulfill its commitment of providing an equal employment opportunity workplace, Corradino **strongly encourages** its employees to advise Corradino of conduct which is perceived to be discriminatory. If an employee believes he/she or someone else has been subject to workplace discrimination, the employee should present the problem to his/her manager, the division manager or an Equal Employment Officer (EEO). A list of Corradino Equal Employment Officers is posted in a common area of each office, as well as included on page 7 of this guide. If the complaint involves someone in the employee's direct line of supervision or the employee feels uncomfortable approaching his/her manager, the division manager or an Equal Employment Officer, then the employee should go directly to Human Resources. Human Resources can be contacted at 800.880.8241 (ebingham@corradino.com) or 954.777.0044 (dcorradino@corradino.com). All complaints will be investigated as promptly as possible and corrective action, as appropriate, will be taken. It is essential that an employee present his/her complaint promptly (within 24 hours of the discriminatory occurrence if possible), giving Corradino a chance to take prompt remedial action.

An investigation will be undertaken immediately by Corradino to ascertain the pertinent facts unless the reporting individual requests, in writing, that the complaint not be carried forward, in which case Corradino may, in its sole discretion, elect not to do so. Investigation of a complaint will normally include meeting separately with the party initiating the complaint, the accused, and any apparent witnesses. **All employees will be protected from coercion, retaliation, or discrimination for filing a complaint or assisting in an investigation.** However, any employee who is dishonest about a complaint or dishonest during an investigation of alleged discriminatory conduct will be subject to disciplinary action, up to and including termination.

An employee should contact Human Resources immediately when any communications or inquiries regarding equal employment opportunities are received from applicants, employees, clients, government agencies, or attorneys.



Equal Employment Opportunity is the Law

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies, and labor organizations are protected under federal law from discrimination on the following bases:

Race, Color, Religion, Sex, National Origin

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

Disability

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

Age

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

Sex (Wages)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

Genetics

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly 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.

Retaliation

All of these federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

What to do if an Employee Believes Discrimination has Occurred

In order to fulfill its commitment of providing an equal employment opportunity workplace, Corradino **strongly encourages** its employees to advise Corradino of conduct which is perceived to be discriminatory. If any employee believes he/she or someone else has been subject to workplace discrimination, the employee should present the problem to his/her manager, the division manager or an Equal Employment Officer. If the complaint involves someone in the employee's direct line of supervision or if the employee feels uncomfortable approaching his/her manager, the division manager or an Equal Employment Officer, then the employee should go directly to Human Resources. Human Resources can be contacted at 800.880.8241 (ebingham@corradino.com) or 954.777.0044 (dcorradino@corradino.com). All complaints will be investigated as promptly as possible and corrective action, as appropriate, will be taken. It is essential that an employee present his/her complaint promptly (within 24 hours of the discriminatory occurrence if possible), giving Corradino a chance to take prompt remedial action.

Corradino Equal Employment Officers

Florida

Burt Deutsch 800.880.8241
Danielle Corradino, 954.777.0044

Indiana

David Pluckebaum, 800.291.8242
Elee Bingham, 800.880.8241

Kentucky

Steve Sullivan, 800.880.8241
Elee Bingham, 800.880.8241

Michigan

Burt Deutsch, 800.880.8241
Elee Bingham, 800.880.8241

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a federal government contract or subcontract are protected under federal law from discrimination on the following bases:

Race, Color, Religion, Sex, National Origin

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex (including pregnancy), or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Individuals with Disabilities

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job



training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

Disabled, Recently Separated, Other Protected, and Armed Forces Service Medal Veterans

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an Office of Federal Contract Compliance Programs (OFCCP) proceeding, or otherwise opposes discrimination under these federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should immediately contact:

The Office of Federal Contract Compliance Programs, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1.800.397.6251 (toll-free) or 202.693.1337 (TTY). OFCCP may also be contacted by e-mail at OFCCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

Race, Color, National Origin, Sex

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive federal financial assistance.

Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives federal financial assistance.



Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If an employee believes he/she has been discriminated against in a program of any institution which receives federal financial assistance, the employee should immediately contact the federal agency providing such assistance.

