

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Southwest Research Institute® (“SwRI”) to provide an environment of equal employment for all employees and applicants in a fair and nondiscriminatory manner. SwRI does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other characteristic protected by law, or for inquiring about, discussing, or disclosing their compensation or the compensation of another employee or applicant. SwRI takes affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, and national origin. Affirmative action is also taken to employ, advance in employment, and to treat qualified individuals without discrimination based on their status as an individual with a disability or as a protected veteran. This policy shall apply to all human resources activities, including: selection, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, termination, compensation, training and career development.

SwRI will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. SwRI prohibits harassment of any individual on the basis of any characteristic listed above. For information regarding SwRI’s internal policies for addressing complaints of harassment, please refer to SwRI’s Policy against Harassment.

Any employee with questions or concerns about discrimination or harassment in the workplace is encouraged to bring the issue to the attention of his or her immediate supervisor or to the Executive Director of Human Resources (EDHR). Employees can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination because they: (1) file a complaint with SwRI or with federal, state, or local agencies; (2) assist or participate in any investigation, compliance review, hearing, or any other activity related to the administration of any federal, state or local equal employment opportunity or affirmative action statute; (3) oppose any act or practice made unlawful by federal, state or local law requiring equal employment opportunity or affirmative action; or (4) exercise any other employment right protected by federal, state or local law or its implementing regulations.

SwRI maintains an audit and reporting system to monitor overall compliance with its equal employment opportunity mandates and to respond to any specific complaints applicants or employees file with SwRI’s Human Resources Department. Responsibility for the administration of the SwRI’s equal employment opportunity (EEO) programs and for affirmative action compliance activities is assigned to SwRI’s Executive Director of Human Resources, who is designated as SwRI’s Equal Employment Opportunity Coordinator.

A copy of SwRI’s Affirmative Action Plan for minorities and females and the Affirmative Action Plan for individuals with disabilities and protected veterans is on file with the Human Resources Department, and it is available for review by any applicant or employee during regular business hours.

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Adam Hamilton  
President

Effective Date: January 1, 2018

