

Equal Employment Opportunity, Affirmative Action, and Diversity and Inclusion Policy Statement

ETQ, LLC (“ETQ”) is an affirmative action and equal opportunity employer. ETQ affirms its long-standing commitment to maintain a diverse workforce reflective of the communities in which we operate, maintains a business culture that recognizes the contributions and interests of diverse cultural and social groups, and maximizes employee efforts by understanding individual differences and perspectives. It is the policy of ETQ to take positive affirmative action to realize for women, people of color, individuals with physical or mental disabilities and veterans full equal employment opportunity.

It is our belief that an organization achieves this goal only through leadership and focused implementation of a affirmative action plan and equal employment opportunity without regard to race, color, national origin, ethnicity, gender, religion, age, sexual orientation or identity, genetic information, religious creed, marital status, medical condition, physical or mental disability, pregnancy, childbirth and related medical conditions, familial status, arrest or conviction, domestic violence victim status, veteran status and any other personal characteristic protected by law. These policies maintain and enhance workforce diversity and apply to all employee actions including staffing, compensation, promotion, transfer, demotion, social and recreational programs, layoffs, employee benefits, training and development, disciplinary actions, employment termination, and other general conditions of employment.

ETQ will make a reasonable effort to accommodate the physical and mental limitations of any employee or applicant for employment unless such accommodation would impose undue hardship on the conduct of our business.

The Employee Engagement Business Partner has been appointed the role of the Equal Opportunity/Affirmative Action Officer and will audit, report, and evaluate activities which pertain to our EEO and Affirmative Action objectives. Employees who need assistance in the clarification or resolution of EEO matters should contact their manager or the Employee Engagement Business Partner. 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.

Employees interested in reviewing the Affirmative Action Plan for Individuals with Disabilities and Covered Veterans should contact the Employee Engagement Team during regular working hours. If you would like to be considered under our Affirmative Action Plans for Employees with Disabilities and Covered Veterans, please indicate this to your manager, or to the Employee Engagement Team. Submission of this information is voluntary and refusal to provide it will not subject you to adverse treatment. Information submitted will be kept confidential except where indicated in the Act.

Employees who need assistance in the clarification or resolution of EEO matters should contact their manager or the Employee Engagement Business Partner. 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.

It is the responsibility of each and every member of the staff of ETQ to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of work life at ETQ.