



RIDES MEALS CLASSES CARE ADVICE

Vivalon Equal Employment Opportunity Policy

Vivalon is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Vivalon policy prohibits unlawful discrimination against applicants or employees based on the following legally protected characteristics: race, color,

creed, gender, gender identity, gender expression, religion, marital status, registered domestic partner status, age, national origin or ancestry, pregnancy (including childbirth and related medical conditions), physical or mental disability, medical condition, sexual orientation or identity, genetic information (including testing and characteristics), or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. Vivalon is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Vivalon operations and prohibits unlawful discrimination by any employee of Vivalon including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Vivalon will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Vivalon representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job or what barriers or limitations make it difficult to perform the job. Vivalon then will conduct an investigation to identify the barriers or limitations that interfere with the equal opportunity of the applicant or employee to perform his or her job. Vivalon will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship and/or a direct threat to the health and/or safety of the individual or others, Vivalon will make the accommodation. The Organization may also propose an alternative accommodation(s). The Organization will also make reasonable accommodations for conditions related to pregnancy, childbirth or related medical conditions, if requested with the advice of the employee's health care provider, as required by law.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the chief people officer. Vivalon will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If Vivalon determines that unlawful discrimination has occurred, disciplinary action up to and including termination may be taken. Additionally, appropriate action will be taken to deter any future discrimination. Vivalon will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

Joe O'Hehir
Chief Executive Officer
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