



Policy: 100.0 12.27.16 EEO/AA Employer

Submitted By: John Bigham

Human Resources
Policies and Procedures

Approved: *Liz Murphy*

Overview & Purpose

CampusWorks, Inc. (CampusWorks) provides equal employment opportunities (EEO) and Affirmative Actions (AA) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

Policy:

CampusWorks is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Procedures:

CampusWork's equal employment opportunities and Affirmative Action initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all staff members.
- Teamwork and participation, permitting the representation of all groups and employee perspectives.

- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

The staff members of CampusWorks have a responsibility to treat others with dignity and respect at all times. All staff members are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have:

- (1) filed a complaint;
- (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity;
- (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or
- (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of the Management Staff and shall be appropriately administered. It is the responsibility of each supervisor of CampusWorks to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action up to and including termination. Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and Affirmative Action initiatives should seek assistance from a manager or the Senior Director Talent & Human Resources.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout CampusWorks.