

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

LifeROOTS is committed to the principle of equal employment opportunity. LifeROOTS maintains a work environment free of harassment or discrimination because of race, creed, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), religion, color, national origin, citizenship, physical or mental disability, genetic information, marital status, age, sexual preference, gender identity or expression, service in the military or any other status protected by applicable law. These policies apply to all applicants and employees.

LifeROOTS is dedicated to the fulfillment of this policy regarding all aspects of the employment relationship, including but not limited to recruiting, hiring, job placement, transfer, training, promotion, rates of pay and other compensation, termination, reduction in force, transfer, leave of absence and all other terms and conditions of employment. LifeROOTS will conduct a prompt, thorough investigation of all allegations of discrimination or any violation of its Equal Employment Opportunity Policy in as confidential a manner as possible to take appropriate corrective action when warranted.

LifeROOTS expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

LifeROOTS will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon LifeROOTS' business operations.

LifeROOTS prohibits retaliation against any employee who provides information, reports or assists in the investigation of any complaint of discrimination or violation of this policy.