



Equal Opportunity and Nondiscrimination

1. **Equal Opportunity/Nondiscrimination Policy.** E-merging Technologies Group, Inc. is committed to providing equal opportunity and prohibiting illegal discrimination.

a. develop and enforce Company policies governing recruitment and selection for employment to remove barriers to equal opportunity and prevent illegal discrimination;

b. ensure that all decisions affecting employees conform to the principles of equal opportunity and nondiscrimination;

c. administer personnel actions such as hiring, promotion, separation, compensation, benefits (within the limits of the law), transfers, layoffs, returns from layoff, Company-sponsored training, education, tuition assistance, and social or recreational programs with fairness and equity, regardless of race/ethnicity, color, religion, national origin, ancestry, sex, including marital status, age, disability, sexual orientation, or status as a Vietnam-era veteran, special disabled veteran, recently separated veteran, or other protected veteran;

d. ensure that no prohibited pre-employment inquiries are made on application forms or during interviews;

e. cooperate with federal and state agencies in fulfilling its obligations under the laws of the United States and the State of Ohio;

2. **Legal Basis.** Discrimination on the basis of race/ethnicity, color, ancestry, religion, national origin, sex, including marital status, age, disability, or status as a Vietnam-era veteran, special disabled veteran, recently separated veteran or other protected veteran is prohibited by federal and state statutes as amended, including Titles VI and VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, the Pregnancy Discrimination Act of 1978, the Age Discrimination in Employment Act of 1978, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990 and the Civil Rights Act of 1991.

3. **Selection.** All procedures and practices by which individuals are hired, selected, promoted, transferred or terminated must be valid, reliable, nondiscriminatory and consistently applied. All persons who make selection decisions on behalf of E-merging Technologies Group are responsible for understanding the Company's recruitment and selection procedures, the development and application of nondiscriminatory selection criteria, prohibited pre-employment inquiries, and required record-keeping.

4. **Retaliation.** Retaliation against anyone reporting or thought to have reported discrimination, including all forms of illegal harassment, is a violation of this policy and will be considered independently of the discrimination complaint. Encouraging others to retaliate also violates this policy.

5. **Reporting Discrimination and Illegal Harassment.** Individuals who believe they have been subjected to illegal discrimination, including sexual or other forms of harassment, must report incidents to one of the following individuals or offices: Respective Business Unit Manager or Support Operations.

6. **Receiving Reports of Discrimination and Illegal Harassment.** It is the responsibility of any member of the Company who receives a report involving potential discrimination or illegal harassment to record adequate information for conducting an inquiry, and make immediate contact with the respective Business Unit or Support Operations. Reports shall be treated with respect and diligence.