

A NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Lovelace Biomedical Research Institute has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to ensure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, gender, color, religion, age, national origin, disability, sexual orientation, protected veteran status, or any other protected category.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, and social recreation programs are administered without regard to race, gender, color, religion, age, national origin, disability, sexual orientation, protected veteran status, or any other protected category.
- c. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination 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 right protected by federal, state or local law requiring equal opportunity.

The Institute has appointed David Flanders, Vice President of Human Resources, to take on the responsibilities of EEO Officer. As EEO Officer, he will be responsible for the day-to-day implementation and monitoring of this Affirmative Action Plan. As part of that responsibility, he will periodically analyze the Institute's personnel actions and their effects to insure compliance with our equal employment policy.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to be considered under our Affirmative Action Plan, please contact Mr. Flanders during regular business hours. This is also a reminder that employees may update their disability status at any time by contacting Mr. Flanders or any other Human Resources representative.

I fully endorse our Affirmative Action and Equal Employment Opportunity program, and I appreciate your continued assistance and support of our goal to attain equal employment opportunity for all individuals.

Sincerely,



Robert W. Rubin, PhD
President & Chief Executive Officer
Lovelace Biomedical Research Institute

The Institute's Affirmative Action Program is effective from March 1 – February 28 each year.