

A NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS

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, sex, 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, sex, 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 the Institute's Federal Contractor EEO 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 Federal Contractor EEO Plan, please contact Mr. Flanders during regular business hours. This is also a reminder that employees may update their disability or protected veteran status at any time by contacting Mr. Flanders or any other Human Resources representative.

The Institute fully endorses our Federal Contractor EEO and Equal Employment Opportunity program, and appreciates the continued assistance and support of employees, applicants and vendors towards our goal to attain equal employment opportunity for all individuals.