

## **Equal Employment Opportunity**

J.E.M. is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, national origin, ancestry, gender, age, religion, creed, physical, or mental disability (except to the extent that the disability prevents the employee from performing his or her essential job duties with or without a reasonable accommodation), marital status, veteran status, political affiliation, or any other factor protected by law. J.E.M. complies with the law regarding reasonable accommodation for handicapped and disabled employees. J.E.M.'s president has issued the following policy stating J.E.M.'s views on this matter.

It is the policy of J.E.M. to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). J.E.M. will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. J.E.M. will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on J.E.M.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that J.E.M.'s equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and applied uniformly to everyone.

Any employee, including managers, involved in discriminatory practices will be subject to discipline up to and including termination.