

If you make employment decisions like recruiting, hiring or promotions, make fair and equitable decisions.

## To avoid discrimination:

- · Understand how discrimination laws and our policies apply to you.
- Never base decisions on protected characteristics.
- Before acting, ask yourself if you're treating each individual fairly.
- Only use legitimate, non-discriminatory factors in your decision-making.

We rely on you to help us ensure that everyone has equal access to opportunities in our workplace.

If you see or suspect discrimination of any kind, speak up to your manager or an internal resource.

## Mobile:

customermobile.ethicspoint.com

## **Online:**

customer.ethicspoint.com

## **Phone:**

888-888-888



