



II. Equal Employment Opportunity and Affirmative Action Policies

1. Carlson, through its responsible managers, recruits, hires, upgrades, trains, and promotes in all job titles without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or veteran status, except where an accommodation is unavailable and/or it is a bona fide occupational qualification.
2. Managers shall ensure that all personnel actions such as compensation, benefits, layoffs, returns from layoffs, Company-sponsored training, educational tuition assistance, and social and recreational programs shall be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or veteran status, except where an accommodation is unavailable and/or it is a bona fide occupational qualification.
3. Managers shall base employment decisions on the principles of equal employment opportunity and with the intent to further Carlson's commitment to affirmative action and equal employment. At no time will any covered employee, or covered applicant for employment, who exercises his/her rights pursuant to Carlson's Affirmative Action Policy be subject to discipline, or have his/her opportunities for employment adversely affected.
4. Managers shall take affirmative action to ensure that qualified minority group individuals, females, disabled veterans, veterans who served active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized, and persons with a disability are introduced into the workforce, are encouraged to aspire for promotion, and are considered as promotional opportunities arise.
5. Carlson invites any employee or any applicant for employment to review Carlson's written Affirmative Action Programs. These programs are available for inspection upon request 8am-5pm M-F, Human Resources. Any questions should be directed to me, your supervisor, or your designated EEO Administrator.
6. Applicants are encouraged to identify their race and sex. This self-identification is strictly voluntary, confidential and will not result in retaliation of any sort.
7. Employees are invited to self-identify as an individual with a disability or qualified covered Veteran. This self-identification is strictly voluntary, confidential and will not result in retaliation of any sort.
8. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, or any other federal, state or local law requiring equal opportunity for disabled persons or qualified covered veterans or; (3) opposing any act or practice made unlawful by Section 503, VEVRAA or its implementing regulations in this part or any other federal, state or local law requiring equal opportunity for disabled persons or for special disabled veterans or covered veterans; or (4) exercising any other right protected by Section 503 or its implementing regulations in this part or any other right protected by VEVRAA or its implementing regulations in this part.