

Subject

Equal Employment Opportunity & ADA

Purpose

This policy was established to outline the procedures and responsibilities for providing equal employment opportunity and fair treatment to job applications and employees. This policy applies to all employees and business operations in the United States and United States expatriates assigned outside the United States.

Policy

Equal Employment:

It is the policy of Compass, Inc. to provide equal opportunity in employment to all employees and applicants for employment. Compass, Inc. prohibits discrimination on all legally protected bases including, but not limited to, race, creed, religion, color, sex, gender identity, age, national origin, citizenship, political affiliation, sexual orientation, marital status, source of income, veteran status, physical or mental disability, military status, or any other consideration made unlawful by under applicable federal, state or local law. Compass, Inc. expects that all employees shall be treated equally without regard to those characteristics.

This policy covers all aspects of the employment process, including but not limited to, the recruitment, hiring, compensation, training, promotion, transfer, termination, lay-off, and recall of employees. Personnel actions and all conditions and privileges of employment such as compensation, benefits, education, tuition reimbursement, memberships, and recreational programs will be administered without regard to any factors that are not job related. In addition, employees protected by the Uniformed Services Employment and Reemployment Rights Act (USERRA) may not be discriminated against as it relates to employment, reemployment, benefits, training, promotions, and all other personnel actions pursuant to USERRA regulations. Employees covered by USERRA should review the Military Leave Policy for further information.

Procedure

Recordkeeping:

To comply with EEO record-keeping requirements, the Corporate Office will compile data and submit an EEO-1 report annually.

A collaborative effort between Recruiting and the Corporate Office are responsible for all related record-keeping requirements including: applicant flow, new hires, terminations, promotions, training, and other personnel activities.

Each location must post all material necessary to comply with labor laws and regulations including, but not limited to, the following Federally mandated notices:

Age Discrimination in Employment Act, Child Labor, Employment Eligibility, Occupational Safety and Health Administration (OSHA)m Uniformed Services Employment and Reemployment Rights Act (USERRA), drug-free workplace, Americans with Disabilities Act, the Walsh-Healy Act, the Employee Polygraph Protection Act, Fair Labor Standards Act, Family Medical Leave Act, minimum wage information, and Title VII of the 1964 Civil Rights Act as amended. The consolidated EEO poster incorporates these notices.

Procedure for Filing a Complaint:

The company has an open-door policy, by which employees are encouraged to report work-related concerns. We encourage all employees to come forward and make their concerns known to the company.

Any employee or applicant, who believes that he or she has been discriminated against in violation of this policy, should immediately file a complaint with the Corporate Office. All complaints will be handled as confidentially as possible. If an investigation is warranted and pursued, the company will take corrective action, if appropriate, upon the conclusion of any investigation.

The company will not engage or permit any retaliation against any employee who makes a good faith complaint or participates in an investigation. If an employee believes they are being subjected to any form of retaliation, they should file a complaint immediately with the Business Manager at the Corporate Office.

American with Disabilities Act (ADA)

Compass, Inc. is committed to complying with all applicable provisions of the ADA. It is the company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability as long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Compass, Inc. will provide reasonable accommodations to a qualified individual with a disability, as defined by ADA, who has made the company aware of their disability and provided such accommodation does not constitute any undue hardship on the company.

It is your responsibility to inform the company if you feel that you are disabled and that an accommodation is needed in order for you to perform the essential functions of your position. The company may require medical documentation to ensure that any accommodations made are appropriate for your needs and that the accommodations meet the doctor or health care provider's specifications. If you feel that such an accommodation is needed, you should contact the Corporate Business Manager.

General

The Corporate Office has responsibility for implementation, monitoring, reporting and dissemination of this policy.

Change Log

Revision #	Document Revision Date	Description of Change	Changes made by
Rev. 000	08/25/2015	Initial Release	Nancy Pitcock