

Non-Discrimination

Equal Opportunity & Non-Discrimination

VMDO provides equal employment opportunities to all staff and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment including: hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. All required governmental postings are posted on the wall located in the DBA's office or in a prominent location and posted electronically on the intranet.

VMDO expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other staff to perform their expected job duties is not tolerated.

Any staff with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Director of Business Administration. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Director of Business Administration. Alternatively, staff may bring their questions, concerns and unresolved issues to the Managing Principal.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes, but is not limited to:

- (1) shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.