



## **NON-DISCRIMINATION**

### **Equal Employment Opportunity**

Energy Opportunities is an equal opportunity employer and prohibits discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws when evaluating any person for employment, salary, termination or any other such action affecting employees.

Energy Opportunities is committed to compliance with all applicable laws providing equal employment opportunities and prohibits unlawful discrimination by any employee of Energy Opportunities.

If an employee believes they have been subjected to unlawful discrimination, the employee should submit a written description of the incident to the owner of the company. The description should include the names of individuals involved and the names of any witnesses. If the owner determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will be taken to deter any future discrimination. Energy Opportunities will not retaliate against an employee for filing a complaint in good faith and will not knowingly allow retaliation by coworkers.

### **Policy Against Unlawful Discrimination and Harassment**

Energy Opportunities does not tolerate any form of unlawful verbal, physical or sexual harassment. Such behavior is considered an act of misconduct and may subject an employee to disciplinary action, including termination.

Our policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. Energy Opportunities prohibits harassment by any employee of Energy Opportunities and any other persons with whom it does business.

### **Use of Company Property and Electronic Media**

Employees who misuse company property and electronic media to engage in harassment or other improper actions will be subject to discipline and/or immediate termination.

### **Employment**

Selection for employment is based on the merits of the individual in relation to the requirements of the position. The qualifications considered include aptitudes, abilities, experience, personal character and future goals of the individual. Salary increases are based on the performance and ability of the individual.