
Equal Employment Opportunity

1. POLICY

- a. Raymond's policy is to assure equal employment opportunities and prohibit discrimination in all aspects of employment to all persons without regard to race, color, ethnicity, religion, sex, age, national origin, sexual orientation, gender identity, citizenship, marital status, ancestry, physical or mental disabilities, medical condition, genetic information, transgender status, pregnancy, veteran status, or any other classification or status protected by applicable law. Raymond abides by all applicable federal, state and local child labor laws. This policy applies to all aspects of employment and Human Resources practices, including, but not limited to recruitment, employment, working conditions, training, application of policies, compensation, placement, promotion, transfer, benefits and termination. Additionally, this policy applies to all aspects of Raymond's business, including, but not limited to, its dealings with customers and the public.
- b. The use of male or female gender in the context of Raymond policies or other documents is not intended to suggest any misunderstanding regarding sex or sexual identity. Such references to the male gender include the female gender and vice versa.

2. PROVISIONS

- a. Selection for employment is based on qualifications for the job. Criteria for selection include, but are not limited to, education, training, experience, special abilities, personal aptitudes, other job-related factors, and individual potential for future development. Applicants are evaluated on the basis of specific capabilities and expected contribution.
- b. Post-hire opportunities such as training, career development, reassignment and promotion also are governed by the above job-related criteria, as well as by the Employee's demonstrated performance on job assignments.
- c. Harassment is persistent unwelcome offensive conduct and is a specific form of discrimination. Harassment based on race, color, ethnicity, religion, sex, age, national origin, sexual orientation, gender identity, citizenship, marital status, ancestry, physical or mental disabilities, medical condition, genetic information, transgender status, pregnancy, veteran status, or any other classification or status protected by applicable law. Harassment will not be tolerated by Raymond and will result in discipline up to and including termination.

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- d. Raymond will provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled Employee or applicant consistent with applicable laws, provided that such accommodation does not create an undue hardship for Raymond. Employees can continue to work provided they can perform the essential functions of the position with or without reasonable accommodations.
- e. Taking a material adverse employment action against an individual for reporting suspected violations of this policy or for participating in any investigation of such complaints is retaliation and is a violation of this policy. Employees found to have retaliated will be subject to discipline up to and including termination. Knowingly making false accusations or statements which indicate a reckless disregard for the truth (as contrasted with mere insufficient evidence or lack of merit) also violate this policy and will subject to discipline, up to and including termination.
- f. Any Employee who believes that he/she has been subjected to discrimination, harassment, or retaliation in violation of this policy should report this information promptly to such Employee's immediate supervisor, department manager, Human Resources or the Compliance Officer. Raymond will take all prompt and necessary steps to investigate and eliminate any form of discrimination, harassment, or retaliation. Individuals found to have violated this policy will be subject to discipline up to and including termination. Any manager or supervisor who receives a report or who believes that this policy has been violated should immediately notify the Compliance Officer through the channels identified herein.
- g. An Employee should also be aware that he/she may pursue any claim of alleged unlawful discrimination, harassment, or retaliation with the federal Equal Employment Opportunity Commission ("EEOC"), or state/local agencies as may be applicable.
- h. Raymond conducts harassment prevention training for all Employees, and maintains and enforces a separate policy on harassment prevention, complaint procedures and penalties for violations. Management and Supervision are responsible for complying with this and all related policies.
- i. Raymond reserves the right to take disciplinary action, up to and including termination, for any conduct which Raymond has determined, although not unlawful, violates this policy.