

# EEO Policy

## Equal Opportunity Employer Statement

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Touchstone CPM does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, disability, sexual orientation, marital status, ancestry, status as a veteran or any other status protected by law or regulation. It is our intention that all qualified candidates be given equal opportunity and that selection decisions be based on job-related factors.

The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of Touchstone CPM to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Touchstone CPM will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Touchstone CPM will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not result in undue hardship or expense.

Management is primarily responsible for seeing that Touchstone CPM's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions, the policies are effective and apply uniformly to everyone. Any employee that feels that he, or any other employee or applicant, has been discriminated against, is required to inform the human resources manager immediately.

Any employees, including managers, involved in discriminatory practices will be subject to discharge.

**NOTE:** Masculine pronouns such as he, his, or him shall be construed so as to include both sexes.