

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at LIFEGUARD AMBULANCE SERVICE LLC will be based on merit, qualifications, and abilities. LIFEGUARD AMBULANCE SERVICE LLC shall ensure that actions such as compensation, benefits, layoffs, recalls from layoff, Lifeguard Ambulance LLC-sponsored training, educational tuition assistance, and social and recreational programs shall be administered without regard to race, color, religion, sex, national origin, age, veteran status, genetic information, or disability, except where an accommodation is unavailable and/or it is a bona fide occupational qualification, and to provide reasonable accommodations where available to employ and advance in employment protected veterans and individuals with a disability.

The LIFEGUARD AMBULANCE SERVICE LLC will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

LIFEGUARD AMBULANCE SERVICE LLC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), or any other federal, state or local law requiring equal opportunity for protected veterans or individuals with a disability; or (3) opposing any act or practice made unlawful by Section 503, VEVRAA or its implementing regulations in this part or any other federal, state or local law requiring equal opportunity for protected veterans or individuals with a disability; or (4) exercising any other right protected by Section 503 or its implementing regulations, or any other right protected by VEVRAA or its implementing regulations.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the LIFEGUARD AMBULANCE SERVICE LLC to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to view portions of the Affirmative Action Plan, please contact **Allison Washington, Director of Human Resources** during regular business hours. This is also a reminder that employees may update their disability status at any time by contacting Human Resources.