

## **Equal Employment Opportunity/Affirmative Action**

The employment policy of Exponent is to provide equal opportunity to all employees and applicants without regard to race, color, religion, national origin, sex, age, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, ancestry, citizenship status, genetic information or other non-job related characteristics or prohibited grounds specified in applicable state or local law. Furthermore, positive and continuing Affirmative Action Programs have been established to ensure nondiscrimination in Exponent's policies and practices and to assess that equal opportunity is being afforded to women, minorities, persons with disabilities, qualified disabled veterans, recently separated veterans, Active Duty Wartime or Campaign Badge veterans, and Armed Forces service medal veterans.

To implement these policies, Exponent will continue to:

- Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, sex, age, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity or genetic information. Exponent does not discriminate on the basis of national origin, ancestry or citizenship status as provided under the Immigration Reform and Control Act of 1986.
- Base decisions on employment so as to further the principle of equal employment opportunity and only on valid job requirements.
- Ensure that promotion decisions are in accordance with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- Ensure that all personnel actions (including, but not limited to, compensation, benefits, demotions, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, and social and recreational programs) are administered without regard to race, color, religion, national origin, sex, age, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, ancestry, citizenship status or genetic information.

Harassment of and illegal discrimination against employees and applicants is prohibited. Employees should report all incidents of harassment and illegal discrimination to a Human Resources representative. All complaints of harassment and illegal discrimination will be investigated according to Exponent's problem resolution procedure. Exponent will continue to:

- Ensure that employees and applicants will not be subjected to harassment, intimidation, threats, coercion or illegal discrimination if they filed a complaint, assisted in a compliance investigation or engaged in any other legally protected activities.

Exponent will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Exponent regularly audits and revises its Affirmative Action Programs to ensure their continued effectiveness. Sally Shepard, Vice President, Human Resources has been designated as the Equal Employment Opportunity official responsible for the implementation of the Affirmative Action Program. Employees who believe that they have not been treated in accordance with this policy are encouraged to contact [Sally Shepard](#).

This policy complies with regulations under Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act, the Rehabilitation Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Equal Pay Act, and other applicable state and local law.

The continued success of Exponent's Affirmative Action Program requires maximum cooperation from every employee throughout the organization. Equal employment opportunity is not only the law; it is also a principle of Exponent.

Paul R. Johnston, Ph.D., P.E.  
President and Chief Executive Officer

## Notice and Invitation to Veterans and the Disabled

Exponent has Affirmative Action Programs for persons with disabilities and certain categories of veterans. The programs are in accordance with regulations issued pursuant to Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Job for Veterans Act of 2002. If you are an individual with a disability, a disabled veteran, a recently separated veteran, active duty wartime or campaign badge veteran or an armed forces service medal veteran, we would like to include you under our Affirmative Action Programs. The categories of persons included in the Acts are defined below this notice. If you would like to be included, please notify Human Resources.

If you are an applicant receiving an offer of employment or an employee and have a disability and believe you qualify under the provisions of either of these Acts, please notify Human Resources. The information you provide will assist us in placing you in an appropriate position and in making accommodations for your disability if you are a disabled veteran or an individual with a disability. Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. You may notify Human Resources at this time or any future time.

If you decide to advise us of your disability, the information you provide will be used only in accordance with the requirements of the Acts. Such information will be kept confidential except for: (1) restrictions on your work duties and any accommodations may be communicated to your supervisors and manager, (2) first aid and safety personnel may be informed so they can properly handle emergencies, and (3) federal compliance officers may be informed pending any compliance reviews.

Should you decide to advise us of your disability, please also state your suggestions as to how your disability may be reasonably accommodated. You may advise us by contacting a representative in Human Resources.

A copy of our *Affirmative Action Program for Certain Veterans* and a copy of our *Affirmative Action Program for People with Disabilities* may be inspected during normal business hours by contacting a representative in Human Resources.

### Definitions

A "**Disabled Veteran**" means: (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

A "**Recently Separated Veteran**" means: any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

An "**Active Duty Wartime or Campaign Badge Veteran**" means: a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An “**Armed Forces Service Medal Veteran**” means: a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

A “**Disability**” means: a person has a disability if he or she has a physical or mental impairment or medical condition that substantially limits a major life activity or has a history or record of such an impairment or medical condition.

Major life activities include, but are not limited to: seeing, hearing, eating, walking, standing, sitting, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and performing manual tasks. Major life activities also include the operation of major bodily functions such as: the immune system, skin, normal cell growth, bowel, bladder, neurological, circulatory, cardiovascular, endocrine, hemic (blood), lymphatic, and reproductive functions.

Revised 1/2016