



## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the philosophy of PTF to manage in all areas of employment and employee relations based on sound management and economic principles.

As a part of this philosophy, PTF will provide equal employment opportunity to all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, disability, veteran status, genetic information, sexual orientation/gender identity, or any other protected status.

This policy applies to all terms, conditions, and privileges of employment, including hiring, training, orientation, placement and employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination and retirement.

The company also makes reasonable accommodations for disabled employees and the religious needs of employees. Employees may discuss the need for a religious accommodation or an accommodation for a disability with the Human Resources Department. The company will work with you to determine how to best accommodate your needs while also balancing company needs. If the accommodation is for a disability, the company may require that you provide certification from your healthcare provider of your disability and your need for accommodation.

PTF will not discharge or discriminate against employees or applicants for inquiring about, discussing or disclosing their compensation or the compensation of another employee or applicant.