



EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY

Affirmative Action

This policy has been developed to ensure that all Altarum enterprise (“Altarum”) employees understand the importance of affirmative action, and how it applies within Altarum. The Altarum enterprise includes Altarum Institute and any operating subsidiaries that offer health-related consulting services.

Altarum Institute is committed to the maximum utilization of its human resources to achieve equal employment opportunities. We have an ongoing obligation to employ and develop the best people available, based upon their job-related qualifications, because it is our social responsibility, legally required of us as a government contractor, and good business practice.

The purpose of this policy is to reaffirm Altarum’s Equal Opportunity policy and management's commitment to it.

Altarum shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a) and 29 CFR Section Part 471, Appendix A to Subpart A, if applicable or applicable law or Executive Order.

It is the policy of Altarum to prohibit any form of unlawful discrimination or harassment against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, national origin, sex, religion, age, sexual orientation, gender identity, disability, veteran status, pregnancy, genetic information or any other protected characteristic or activity covered by applicable federal, state or local law.

Any employee or personnel practice that discriminates against an employee ultimately injures all of us. We cannot afford to lose capable people because of unfair treatment and denial of their basic human rights.

Therefore, all employment procedures relating to hiring, training, compensation, benefits, promotions, transfers, layoffs, company-sponsored programs, and all other aspects of the job will be free of discrimination.

As part of this same commitment, we will maintain a safe place of employment, free of harassing, abusive, disorderly, or disruptive conduct. Sexual harassment in any form will not be tolerated in the workplace.

Our Interim HR Director has overall responsibility for the implementation of our Affirmative Action Plan, but all of you, individually and collectively, share the responsibility. Regular audits will indicate whether we are meeting our objectives, and action will be taken to correct any deficiencies.

Altarum has established a firm base for consistent progress in assuring full and equal participation of all employees in the opportunities available to them.

Copies of these policies are posted in a central location at all Altarum offices for your reference. If you have questions regarding any of these policies, please contact any Human Resources Representative.

Altarum is a government contractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Assistance act of 1974 (38 U.S.C. § 4212) which require government contractors and subcontractors to take affirmative action to employ and advance in employment, qualified individuals with disabilities, qualified disabled veterans and veterans who served on active duty during a war, campaign, or expedition for which a campaign badge has been authorized. If you are a covered veteran or disabled and would like to be considered under the affirmative action



program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. This information will assist us in placing you in an appropriate position and in making accommodations to your disability. Altarum will continue to recruit, hire, train and promote qualified persons without regard to race, color, national origin, sex, religion, age, sexual orientation, gender identity, disability, veteran status, pregnancy, genetic information or any other protected characteristic or activity covered by applicable federal, state or local law. Submission of this information is voluntary, and refusal to provide it will not subject you to discharge or disciplinary action.

Information you submit concerning your disability or veteran status shall be kept confidential, except that:

1. Supervisors and managers may be informed regarding restrictions of the work or duties of individuals with disabilities and regarding necessary accommodations;
2. First aid and safety personnel may be informed as to when and to the extent appropriate, if the condition might require emergency treatment; and
3. Government officials engaged in enforcing the law administered by OFCCP or the Americans with Disabilities Act, may be informed. The information provided will be used only in ways that are not inconsistent with section 503 of the Rehabilitation Act of 1973 or the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

If you are disabled, or a veteran covered by the Act, we would like to include you under the Affirmative Action Program. It would assist us if you tell us about: (a) any special methods, skills and/or procedures which qualify you for positions that you might not otherwise be able to do because of your disability, so that you may be considered for any positions of that kind, and (b) the accommodations which we could make which would enable you to perform the job properly, and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations.

Pursuant to these regulations, we have developed an Affirmative Action Plan for Individuals with Disabilities and Veterans, which is on file in the Human Resources Office and is available for employees between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Any employee who believes he or she is covered by the provisions of one of these Acts and desires consideration under the AAP should contact the Interim HR Director.