

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

**41 C.F.R. Section 60-741.44(a); 60-300.44(a)**

The employment policy of Med-Scribe, Inc. is to provide equal opportunity to all persons. Our company, therefore, has made a commitment to equal employment opportunity. No employee or applicant for employment will be discriminated against because of race, color, religion, sex, national origin, disability, sexual orientation, gender identity, veteran status or any other Federal or State legally-protected classes.

Med-Scribe, Inc. will recruit, hire, train and promote qualified individuals in all job titles, and ensure that all other personnel actions are administered without regard to race, color, religion, sex, protected veteran status, or disability in accordance with Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Assistance Act of 1974, which requires equal opportunity in all aspects of employment. Med-Scribe, Inc. does not discriminate on the basis of national origin or citizenship status as provided under the Immigration Reform and Control Act of 1986.

To further implement these policies, Med-Scribe, Inc. will continue to:

- A. Base decisions on employment so as to further the principle of equal employment opportunity;
- B. Insure that promotion decisions are in accordance with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;
- C. Insure that all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs) are administered without regard to race, color, religion, sex, national origin, disability, veteran status or any other Federal or State legally-protected classes.

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:

- A. Filing a complaint;
- B. Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of equal opportunity regulations;
- C. Opposing any act or practice made unlawful by equal opportunity regulations, including Federal, State, and local law;
- D. Exercising any other right protected by equal opportunity regulations.

Roberta Kavanaugh-Reif, Administrator, has been designated EEO Coordinator and is responsible for compliance with State and Federal equal employment opportunity laws, and for implementing the equal employment practices, monitoring, and internal reporting. Employees believing they have not been treated in accordance with this policy are encouraged to contact Roberta Kavanaugh-Reif at 585-586-0790, during regular business hours.

Employees and applicants wishing to self-identify as a covered veteran or individual with disability, including voluntarily updating their disability status, or to request a reasonable accommodation necessary for the performance of the essential functions of a job, may do so by contacting Roberta Kavanaugh-Reif.

This policy statement has the support of the Administrator, Roberta Kavanaugh-Reif. Equal employment opportunity is not only the law, but it is a principle of Med-Scribe, Inc.