

# Insurance Overload Staffing

## EEO POLICY

### POLICY:

Insurance Overload Staffing (IOS) is an equal opportunity employer. IOS does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status. IOS does not engage in discrimination against any other protected status as defined in applicable federal, state or local laws.

In addition, IOS does not invite or honor discriminatory job orders or requests by clients, and does not "code" applications or other documents to record, other than for statistical purposes, the race, color, national origin, sex, age, religion, disability or veteran status or any other protected status of an applicant or employee.

This Policy governs hiring, promotion, discharge, pay, benefits, referrals and other aspects of employment with IOS.

### DISCIPLINE:

Any employee who knowingly violates the above EEO Policy will be subject to discharge. Any employee who is responsible for the following will be subject to discharge:

- \* Knowingly accepts or fills a job order which discriminates against any applicant or employee due to race, color, national origin, sex, age, religion, disability or veteran status or any protected status;
- \* Instructs or encourages an IOS employee to knowingly accept or fill a job order which discriminates against any applicant or employee due to race, color, national origin, sex, age, religion, disability or veteran status or any protected status;
- \* Places a symbol, word or code on any document (other than a document required or authorized by law) to indicate the race, color, national origin, sex, age, religion, disability or veteran status or any protected status of an applicant or employee; or

- \* In any other manner, knowingly discriminates against any applicant or employee in any employment decision due to race, color, national origin, sex, age, religion, disability or veteran status or any protected status.

PROCEDURE:

1. Employees with notice of or subjected to discriminatory acts as described above should report such acts immediately to an IOS supervisor or manager. If the complaint involves the immediate supervisor or manager, the matter should be reported directly to the Chief Executive Officer or to corporate legal personnel.
2. Upon notice of discriminatory acts as described above, the supervisor or manager receiving notice shall report the information to the CEO or corporate legal offices.
3. If applicable, separation of complainant and accused.
4. Investigation directed by corporate management.
5. Review of investigation results by corporate legal and CEO offices.
6. Decision and disciplinary action, if appropriate.