

EQUAL OPPORTUNITY POLICY

REMSA, Inc. is an Equal Opportunity Employer (EOE). **REMSA, Inc.** prohibits discrimination on the basis of race, color, religion, national origin, political affiliation, sex, age, disability, or sexual preference except where a *bona fide* occupational qualification exists. **REMSA, Inc.** does not permit the lowering of *bona fide* job requirements, performance criteria, or qualifications in order to give preference to any employee or applicant for employment on the basis of the above prohibitions.

REMSA encourages awareness of the principles, rights, and obligations comprising the relationship between employer and employee. **REMSA** strives to provide managers with a comprehensive, systematic source of reference on matters concerning policy.

1. In **REMSA's** continuing effort to implement fair and effective Human Resources policies and practices, we pledge:
 - a. To employ qualified people with the assurance of equal opportunity and treatment regardless of race, religion, color, sex, age, disability, or sexual preference. Reasonable accommodations will be provided upon request for individuals with disabilities.
 - b. To provide salaries and employee benefits that bear a fair and reasonable relationship to the work performed.
 - c. To establish reasonable hours of work.
 - d. To maintain safe and healthy working conditions that meet OSHA requirements when applicable.
 - e. To place employees in positions best suited to their knowledge, skills, and abilities.
 - f. To provide systematic training for those whose needs, capabilities and desires warrant such training consistent with company requirements.
 - g. To welcome constructive suggestions that relate to methods, procedures, working conditions, and the nature of work performed.
 - h. To maintain procedures for employees to discuss matters of interest and concern with their immediate supervisors

***REMSA Inc.** has a number of employment policies that govern the behavior of our employees. They outline both expectations and the consequences of failing to meet those expectations in detail. Records of receipt and review for all policies are kept as a part of each employee's permanent Human Resources file as proof of knowledge of all policies. Failure to adhere to any of these will lead to disciplinary action and in some cases, termination.*

DRUG-FREE WORKPLACE

REMSA, Inc. prohibits the unlawful or unauthorized manufacture, distribution, possession, or use of alcohol or other drugs on **REMSA's** premises or work site. As part of **REMSA Inc.'s** Drug Free Workplace Policy, **REMSA, Inc.** reserves the right to require new employees to undergo a pre-employment screening as well as all employees to submit to random, unannounced screenings throughout the course of their employment.

REMSA's Drug-Free Workplace Policy also prohibits an employee from being impaired in the workplace due to the use of alcohol or other drugs. **REMSA, Inc.** reserves the right to discipline any employee who has been convicted of violating any criminal drug law or alcohol beverage control law governing driving while intoxicated. Violation of this policy will lead to termination of employment.

A copy of **REMSA Inc.'s** Drug-Free Workplace Policy is provided to all employees and is reviewed on an annual basis. This information is also accessible in the Employee Only area of our website for the convenience of all members of our staff.

Any questions regarding this policy should be addressed to the Human Resources Department.

SEXUAL HARASSMENT POLICY

Sexual harassment, like all forms of unlawful employment discrimination, is a serious offense that will not be tolerated. Any person engaging in sexual harassment will be subject to discipline, including dismissal. Incidents should be reported immediately and directly to the **REMSA Inc.** Human Resource Department and **REMSA, Inc.** Management.

Full details are available in **REMSA Inc.'s** Sexual Harassment Policy. All employees are expected to review and adhere to the guidelines put forth within this document.