



EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION PROGRAM

It has been, and will continue to be, the policy of NEMA to be an equal opportunity employer. In keeping with this policy, NEMA formalizes its commitment to the principle of equal employment opportunity through its Affirmative Action Program.

NEMA's policy is to ensure equal employment opportunity for all without regard to race, color, religion, sex, national origin, age, handicap, veteran status, or any other non-job related characteristic. While this document cannot be considered an employment contract between the association and its employees, we view the principle of equal employment opportunity as a vital element in the employment process and as a hallmark of good management. This is a general statement of policy and no more. It does not constitute a term or provision of any contract or employment or implied contract of employment between NEMA and any individual employee, nor does it create contractual obligations on behalf of NEMA to any person. No person at NEMA has the authority to make a commitment of guaranteed or continuing employment, and neither this nor any other NEMA publication should be understood to make any such guarantee.

We commit ourselves to:

Recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, sex, national origin, handicap, veteran status, or any other non-job related characteristic.

Ensuring that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.

Ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, training, and education are administered in a nondiscriminatory manner.

Jeff Tomitz, Vice President Finance & Administration, has been designated Equal Employment Opportunity (EEO) Officer of the association Affirmative Action Officer (AAO). The AAO is responsible for monitoring affirmative action efforts, and for providing equal opportunity training and recommending resources for additional support. Individual managers and supervisors are responsible for ensuring that their employment decisions comply with the principles embodied in Title VII of the *Age Discrimination in Employment Act*, the *Rehabilitation Act of 1973*, the *Vietnam Veterans Readjustment Action of 1974*, and Executive Orders 11246, 11375, and 11478.

NEMA invites all persons with questions or grievances to come forward. Each employee is responsible for notifying the President and Chief Executive Officer of any employment decision which s/he believes conflicts with the letter or spirit of the law.

NEMA will ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, NEMA-sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, color, religion, sex or national origin.

Kevin Cosgriff
President and CEO
January 1, 2018