



EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the Companies' policy to afford equal employment opportunity to all qualified persons without regard for race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity), age, individual disability, national origin, protected veteran status, marital status, genetic information, or any characteristic protected by law.

Equal employment opportunity applies to all aspects of the employment process including, but not limited to, the following: hiring, placement, transfer, promotion, demotion, recruitment, employment advertising or solicitation for employment, treatment during employment, pay rates or other forms of compensation, training (including apprenticeship and/or on-the-job training), layoff, and termination.

It is the policy of the Companies to cooperate to the fullest extent with the applicable regulations of the Civil Rights Act and the Executive Orders on Equal Employment Opportunity. This EEO Policy will be disseminated to all employment/labor entities (including unions and training programs), and their cooperation is requested to meet the obligations contained in this policy. This policy has the full support of the Corporate EEO Officer, the Co-Chief Executive Officers, and all other senior managers.

The Americans with Disabilities Act of 1990 and Section 503 of the Rehabilitation Act of 1973, as amended prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in employment. These Acts dictate that an employer must provide qualified applicants and employees with disabilities with "reasonable accommodation" to apply for a job or to perform a job's duties, provided that the reasonable accommodation(s) do not impose an undue hardship on the employer. The Companies will comply with this regulation. More information is detailed in the Companies' Affirmative Action Policy for Protected Veterans and Individuals with Disabilities.

The Companies also must adhere to all requirements designated by the Jobs for Veterans Act and Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1972, as amended. This Act prohibits discrimination of disabled veterans and/or other protected veterans, defined as veterans who served in a war or in a campaign or expedition for which a campaign badge was issued, veterans who received an Armed Forces Service Medal pursuant to Executive Order 12985, and recently separated veterans (those who have been honorably discharged from military service in the prior three years). The affirmative action regulations prescribed by this Act are detailed in a separate policy called the Affirmative Action Policy for Protected Veterans and Individuals with Disabilities.

As government contractors, the Companies certify that their offices, job sites and other establishments are free from any segregated facilities. As defined, a segregated facility is any room, cafeteria, parking area, housing facility, mode of transportation, or other communal area provided for employees that would be segregated on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity), age, individual disability, national origin, protected veteran status, marital status, genetic information, or any characteristic protected by law. An exception is made for bathing or clothes changing rooms or facilities, as well as privacy rooms for nursing mothers. A breach of this certification is a violation of federal law.

The Companies will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer, or (c) consistent with the Companies' legal duty to furnish information.



Any allegations of discrimination must be reported immediately to the employee's supervisor, and the Companies' Corporate EEO Officer. In order to act quickly to correct discrimination, an authority figure needs to know what has occurred. The Corporate EEO Officer is part of the Human Resources Department and can be contacted at the following address and phone number:

Human Resources Department:

Jocelyn Smith, Corporate EEO Officer
P.O. Box 6774, Pittsburgh, PA 15212
412.807.2358 – phone
412.807.2008 – fax

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