



July 2020

NOVETTA EQUAL EMPLOYMENT OPPORTUNITY POLICY

Novetta will provide equal employment opportunities to all employees and applicants for employment without regard to race (including hair texture, hair type, and protective hairstyles), religion, color, sex, pregnancy, childbirth or related medical conditions, genetic information, national origin, age, disability, United States military/veteran status, marital status, sexual orientation, and gender identity, and any other basis protected by applicable law. In addition, Novetta is committed to compliance with the Americans with Disabilities Act of 1990, and the changes made by the ADA Amendments Act of 2008, including providing reasonable accommodations to the known physical or mental impairments of an otherwise qualified applicant or employee with a disability so long as such accommodations do not impose an undue hardship on the operations of the company.

This policy extends to, but is not limited to, recruiting and employment, internal consideration for transfer, promotion, demotion, layoff, termination, other transfers, rates of pay and other forms of compensation, education and training, and other working conditions.

Novetta will not tolerate employee harassment of a sexual, racial, ethnic, religious, or other nature protected by applicable law. Novetta is committed to providing a non-hostile, professional work environment for its employees free from physical, psychological, and verbal harassment.

The VP of Human Resources (HR) has overall responsibility and accountability for the administration of this policy. All levels of management are responsible for implementing this policy in their respective business domains. This policy will be communicated to all employees and sources used in the recruitment and hiring of new employees.

No provisions of this or any other Novetta policy will be construed as an employment agreement. Employment with Novetta can be terminated at any time with or without cause by either the employee concerned or Novetta.

Tiffany Gates
Chief Executive Officer