



EEO POLICY STATEMENT

VHB makes all reasonable efforts to live up to its Equal Employment Opportunity policy and Affirmative Action Plan. The CEO supports the EEO policy and Affirmative Action Plan. The Chief People Officer is responsible for fulfilling the EEO policy and Affirmative Action Plan and conducting analyses of all personnel actions to ensure that VHB is living up to its stated intention.

VHB management is responsible for the ongoing monitoring of all personnel actions in their respective areas of supervision and carrying out the intentions of the Equal Opportunity policy and Affirmative Action Plan to the fullest extent possible.

VHB's employment practices are non-discriminatory and are based upon factors that are job-related. Factors such as race, color, religion, creed, gender, gender identity, national origin or ancestry, age, disability, marital or civil union status, sexual orientation, veteran status, military service, genetic information, citizenship status, or reproductive health decision making are not job-related. VHB monitors and examines all employment practices which include, but are not limited to:

1. Recruiting, hiring, training, and promoting applicants and employees in all job classifications without discrimination;
2. Basing decisions on employment so as to further the principle of equal employment opportunity;
3. Ensuring that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and
4. Ensuring that all other personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs, will be administered without discrimination.

VHB promises not to retaliate against any person who files a complaint concerning Equal Opportunity or Affirmative Action and will ensure that no one harasses, intimidates, threatens, coerces, or discriminates against any individual exercising rights under the EEO policy or Affirmative Action Plan.

The Persons with Disabilities and Veterans Affirmative Action Plan is available for inspection in the Human Resources Department during normal business hours. Please contact the Chief People Officer for further information

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

VHB 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 VHB, or (c) consistent with VHB's legal duty to furnish information. 41 CFR 60-1.35 (c)