



DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY
AND COMPLIANCE GUIDE

VICC INTERNATIONAL
DIVERSITY AND EQUAL OPPORTUNITY
POLICY GUIDE

I. Purpose

This policy manual describes standard operating procedures and a code of conduct for the staff, employees, consultants, contractors, or agents (hereinafter “Employees”) employed either full time or part time by VICC International (“VICC”).

Title:	Diversity and Equal Opportunity Policy	Policy #	006
Originator:	Office of Ethics and Compliance	Effective Date	April 1, 2022
Approver:	Chief Executive Officer	Revision	0

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I. Overview

VICC is committed to maintaining a work environment that promotes diversity and is free of discrimination. All decisions regarding personnel matters will be made without regard to non-work-related factors such as age, race, religion, sex, national origin, genetic information (GINA), pregnancy, disability, veteran status, marital status, or sexual orientation.

This policy applies to all employees and job seekers with expressed interest in advertised employment opportunities, and to all aspects of the employment relationship, including recruiting, hiring, promotion, training, transfer, compensation, benefits, termination, and any other terms and conditions of employment.

Qualified job seekers and employees with disabilities who can perform the essential duties of the job with or without reasonable accommodations are extended equal employment opportunity consideration in all employment-related decisions regardless of disability or veteran status.

Through an interactive dialog process with the job seeker or employee with a disability, VICC will evaluate requests for reasonable accommodations necessary for successful performance of the essential duties of the job. Reasonable accommodations will be provided to job seekers and employees unless the accommodation requirement creates undue hardship for VICC or its customer.

Unlawful harassment or intimidation of employees by anyone, including any supervisor, co-worker, contractor, agent, or customer will not be tolerated.

Unlawful harassment may consist of any unwelcome conduct, whether verbal, physical, or visual, that is based on a person's age, race, religion, sex, national origin, disability, marital status, sexual orientation, veteran status, or other protected status.

II. Affirmative Action

VICC maintains diversity and supports affirmative action plans for the advancement of minorities and females, the disabled and veterans in compliance with applicable federal, state, or local laws and regulations.

III. Complaints

Employees or applicants who wish to register a complaint relative to this policy should contact their immediate supervisor or contact the Company's Office of Ethics and Compliance.