

## **102 Equal Employment Opportunity**

*Effective Date: 6/1/09*

*Revision Date: 6/12/2015*

D & G is an equal employment opportunity employer and does not practice nor condone discrimination, harassment or retaliation in any form. In order to provide equal employment, training and advancement opportunities to all individuals, employment, training and advancement decisions at D & G are based on merit, qualifications and abilities, without regard to race, color, religion, gender, national origin, age, disability, genetic information, predisposition or carrier status, sexual orientation, marital status, veteran status, domestic violence victim status, gender identity and/or expression, or any other characteristic protected by law.

D & G encourages individuals from diverse backgrounds and perspectives to apply for employment with the Firm. D & G is committed to regular review of policies and procedures to identify and remove barriers to full participation by all employees in the positions, leadership, and activities of the Firm. D & G is committed to formulating policies, procedures, criteria, and standards designed to achieve diversity within the Firm.

D & G will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, leaves of absence, and access to benefits and training. Any applicant or employee who requires an accommodation should contact Human Resources.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Manager or Supervisor or Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.