**BUZZ Co. Equal Employment Opportunity and Anti-Discrimination Policy**

**Objective**

BUZZ Co. is an equal opportunity employer and maintains a strict policy of non-discrimination. This policy is designed to ensure full compliance with all applicable anti-discrimination laws and regulations. BUZZ Co. strictly prohibits any form of discrimination or harassment and ensures equal employment opportunities to all employees and applicants. Discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other legally protected characteristic is strictly forbidden. BUZZ Co. adheres to both the spirit and the letter of all applicable laws and regulations.

**Scope**

This Equal Employment Opportunity (EEO) and Anti-Discrimination Policy applies to all aspects of the employment relationship at BUZZ Co., including but not limited to:

* Recruitment
* Employment
* Promotion
* Transfer
* Training
* Working Conditions
* Wages and Salary Administration
* Employee Benefits

This policy extends to the selection and treatment of independent contractors, temporary agency personnel working on BUZZ Co. premises, and any other individuals or firms conducting business for or with BUZZ Co.

**Policy Dissemination and Implementation**

BUZZ Co. officers are responsible for the dissemination of this policy. All directors, managers, and supervisors are accountable for implementing and enforcing equal employment practices within their respective departments. The Human Resources (HR) department is responsible for ensuring company-wide compliance and maintaining personnel records in accordance with all applicable laws and regulations.

**Procedures**

BUZZ Co. enforces its EEO policy rigorously and consistently by:

* Conspicuously posting all notices required by law regarding employee rights under EEO laws in areas highly visible to employees.
* Including the statement “BUZZ Co. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other legally protected characteristic” in all job advertisements.
* Posting all job openings with the appropriate state agencies.
* Strictly prohibiting retaliation against any individual who files a charge of discrimination, opposes a practice reasonably believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in any EEO agency proceeding.
* Mandating that employees report any incident of discrimination or harassment to a member of management, an HR representative, or the General Counsel within 48 hours of the incident's occurrence.
* Immediately notifying the General Counsel of all reported incidents of discrimination or harassment and taking immediate action to resolve the situation.

**Harassment**

Harassment is an unlawful form of discrimination and a direct violation of BUZZ Co. policy. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute prohibited sexual harassment when:

* Submission to such conduct is explicitly or implicitly made a term or condition of employment.
* Submission to or rejection of such conduct is used as the basis for employment decisions.
* Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Harassment also encompasses any unwelcome conduct based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other legally protected characteristic. Such conduct becomes unlawful when:

* Continued employment is made contingent upon the employee's toleration of the offensive conduct.
* The conduct is of such severity or pervasiveness that it creates a work environment that would be considered intimidating, hostile, or abusive by a reasonable person.

BUZZ Co. requires employees to report all incidents of harassment immediately to a member of management or the HR department. BUZZ Co. provides mandatory harassment prevention training to all employees and maintains a separate, strictly enforced policy on harassment prevention, complaint procedures, and penalties for violations. All harassment complaints will be investigated promptly and impartially. Appropriate corrective action, up to and including termination, will be taken to stop any harassment and prevent its recurrence.

**Remedies**Violations of this policy are subject to disciplinary action, up to and including immediate termination of employment. BUZZ Co. will promptly, thoroughly, and impartially investigate every reported incident.