



Equal Employment Opportunity and Affirmative Action Employer

Era's policy is to employ and retain the most qualified individuals without regard to:

- race
- religion or creed
- color
- national origin
- nationality
- ancestry
- age
- citizenship
- physical or mental disability or perceived disability
- gender, gender identity or expression
- sex (incl. childbirth, breast feeding and related medical conditions)
- affectional or sexual orientation
- marital, domestic partnership, civil union or familial status
- pregnancy
- parenthood
- uniform service member or veteran status
- protected medical condition (including atypical hereditary cellular or blood trait)
- genetic information
- AIDS and HIV status

or any other protected status under applicable federal, state or local law. Furthermore, Era provides equal opportunity to qualified disabled veterans, veterans of the Vietnam Era and other veterans. This policy is fully supported by all Era management, up to and including, Era's President and CEO, Chris Bradshaw, who has identified Era's Human Resources (HR) Manager, Nicola Guillory, as Era's Equal Employment Opportunity (EEO) Coordinator with the overall responsibility for Era's Affirmative Action Plan, including any annual updates and implementation activities as required by law.

This policy applies to all employment terms and conditions including, but not limited to, recruiting, hiring, promotions, compensation, employee benefits, transfers, layoffs, returns from layoffs, terminations, company-sponsored training, education, tuition assistance and social and recreational programs.

In order to comply with this policy, Era maintains an affirmative action program. Era's HR Manager is responsible for directing and monitoring the affirmative action program as well as designing and implementing the audit and reporting systems that keep management informed of the program status. Era uses these affirmative action procedures to ensure that applicants, individuals with disabilities, qualified disabled veterans and current employees are treated fairly and without regard to their race, color, gender, sexual orientation, national origin, age, disability, veteran status or sex, as required by Executive Order 11246, Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act as amended by the Job for Veterans Act.

As an affirmative action employer, Era may request applicants and employees to voluntarily identify themselves as members of protected groups. Individuals with covered disabilities or veteran status may volunteer to make this information a part of their employment record by informing HR of the existence of any such handicap, disability or Vietnam era military service status. Any such submissions will be kept confidential.

Documents related to Era's affirmative action program are available for review by advance appointment in the HR office on regularly scheduled workdays.