EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Steppingstone Incorporated not to discriminate against any employee or applicant for employment based on gender, race, religion, color, national origin, physical or mental disability, marital status, age, gender identity or expression, citizenship, genetic information, ancestral origin, sexual orientation, pregnancy, childbirth, veteran or disability status, or any other related medical conditions or any other status protected by Federal, State or local laws.

Furthermore, Steppingstone Incorporated will provide equal employment and advancement opportunities to all qualified individuals. To achieve this goal, Steppingstone Incorporated is dedicated to taking affirmative action to employ and advance in employment, protected veterans and individuals with disabilities. It is the goal Steppingstone Incorporated to utilize qualified disabled persons and covered veterans in as many levels of position classifications as practicable.

All personnel actions, including compensation, benefits, recruitment, hiring, training, and promotion of persons in all job titles, will be administered without regard to protected veteran or disability status and all employment decisions are based solely on valid job requirements.

Employees and applicants of Steppingstone Incorporated will not be subject to harassment on the basis of their status. Additionally, they will not be subject to retaliation, including intimidation, threats, coercion, interference or discrimination for:

1) Filing a complaint;
2) Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of VEVRRA, Section 503 or any other Federal, State, or local law requiring equal opportunity for protected veterans or individuals with disabilities;
3) Opposing any act or practice made unlawful by VEVRRA, Section 503 or its implementing regulations in this part, or any other Federal, State or local law requiring equal opportunity for individuals with disabilities; or
4) Exercising any other right protected by VEVRRA, Section 503 or its implementing regulations.

As President of Steppingstone Incorporated, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected Savannah Rekowski, Director of Human Resources as the as the Equal Employment Opportunity (EEO) Coordinator. One of the Human Resources Coordinators duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of Steppingstone Incorporated programs.

In addition to Steppingstone Incorporated's policy regarding Affirmative Action and Equal Employment Opportunity, Steppingstone Incorporated has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that Steppingstone Incorporated is committed to in order to ensure that its policy of nondiscrimination and affirmative action for all qualified individuals is accomplished. The persons with disabilities and veterans affirmative action plans are available for inspection by any employee or applicant for employment upon request, during normal business hours, in the human resources department. Interested persons should contact human resources at 508-567-4427 Extension 16103 for assistance.

Kathleen Schedler Clark, Executive Director