

# MUTUAL OF OMAHA

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## EQUAL OPPORTUNITY AND VOLUNTARY AFFIRMATIVE ACTION POLICY

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### 1.0 Overview and Purpose

The purpose of the *Equal Opportunity* and Voluntary *Affirmative Action* Policy is to ensure all employees are aware of the Enterprise's commitment to *equal opportunity* for all associates and to comply with all applicable legal requirements.

### 2.0 Scope

The *Equal Opportunity* and Voluntary *Affirmative Action* Policy applies to all employees.

### 3.0 Statement

#### Equal Opportunity

The Enterprise provides equal employment opportunities to individuals without regard to race, color, religion, creed, sex, national origin, ancestry, age, disability, marital status, veteran or military status, pregnancy, genetic testing information, or any other characteristic or status protected by applicable local, state or federal law. The Enterprise also strictly prohibits and does not tolerate discrimination and harassment against any applicant, employee, vendor, contractor, customer, or client on the basis of an individual being a member of a *protected class*.

In addition, the Enterprise prohibits any and all forms of retaliation against anyone who complains of (i) harassing or discriminatory conduct, or (ii) participates in an Enterprise or agency investigation into such complaints.

Any employee, regardless of position or title, whom the Enterprise determines has subjected an individual to discrimination, harassment or retaliation in violation of this policy will be subject to discipline, up to and including separation of employment.

#### Voluntary Affirmative Action

As part of the Enterprise's commitment to providing equal employment opportunity, it takes voluntary *affirmative action* to employ, advance in employment, and otherwise treat qualified individuals without regard to their race, color, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

The Enterprise also provides reasonable accommodation to qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless the accommodation would impose undue hardship on the operation of the Enterprise's business.

#### Application of Equal Opportunity and Affirmative Action

This policy applies whenever and wherever an Enterprise employee is performing a function of his or her job, including all Enterprise locations, client worksites, and Enterprise-sponsored or client-sponsored business and social functions. The Enterprise's commitment to *equal opportunity* and voluntary *affirmative action* requires that employment decisions be based only on valid job requirements, and extend to all terms, conditions, and privileges of employment including, but not limited to, recruitment, selection, compensation, benefits, training, promotion, and disciplinary actions.

#### Workplace Harassment, Including Sexual Harassment

The Enterprise has zero tolerance for workplace harassment based on an individual being a member of any *protected class*. Such harassment, whether committed by Enterprise employees or by clients, customers, vendors, or other individuals doing business with the Enterprise, will not be tolerated.

Prohibited harassment occurs when a supervisor, co-worker, or non-employee behaves or acts in such a way that creates a hostile work environment for an employee of the Enterprise based on an individual being a member of any *protected class*.

#### Obligations of Enterprise Employees

You have an obligation to contribute to a workplace that is free from harassment and discrimination. The Enterprise is committed to enforcing this Policy against all forms of harassment and discrimination, but it recognizes the commitment depends largely on employees informing the Enterprise about inappropriate workplace conduct. If employees do not report conduct in violation of this policy, the Enterprise may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action. If you are subjected to or observe harassment, discrimination or any other violation of this policy you should notify one of the individuals identified below. Your complaint should be as detailed as possible, describing the incident at issue and identifying the names of all individuals and witnesses involved. The Director of the Code of Ethics and Business Conduct and/or Human Resources will promptly and thoroughly investigate the alleged misconduct and, if a violation of this policy is found, will take immediate and appropriate corrective action.

#### Pay Transparency Policy Statement

The Enterprise will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the Enterprise's legal duty to furnish information.

#### Zero Tolerance for Retaliation

If you believe there is a violation of these policies, you are encouraged to come forward without fear of reprisal. The Enterprise's *equal opportunity* and voluntary *affirmative action* policies prohibit any and all forms of retaliation against anyone who in good faith complains that these policies are not being followed, or who otherwise participates in an Enterprise or agency investigation into such complaints, even if sufficient evidence is not found to substantiate the complaint. As noted above, the Enterprise is committed to enforcing this policy against all forms of retaliation, but it recognizes this commitment depends largely on employees informing the Enterprise about inappropriate workplace conduct. If employees do not report conduct in violation of this policy, the Enterprise may not become aware of a possible violation and may

not be able to take appropriate corrective action. Accordingly, if you believe that you have been subjected to retaliation, you should immediately report your complaint to one of the individuals identified below.

### **Report and Investigation of Complaints**

After receiving a complaint involving a violation of this policy, the Director of the Code of Ethics and Business Conduct and/or Human Resources will investigate and take corrective action, as appropriate. Complaints and investigations will be kept strictly confidential to the maximum extent possible.

### **4.0 Roles and Responsibilities**

- Employees
  - Adhere to and be familiar with Enterprise, Human Resources and business unit policies, standards, guidelines, processes and expectations
  - Foster a harassment and discrimination free work environment
  - Report complaints, non-compliance or retaliation to your manager, Human Resources, the Code of Ethics and Business Conduct Helpline (1-800-635-5130) or in writing to the Director of Code of Conduct Compliance by email addressed to [codeofconductdirector@mutualofomaha.com](mailto:codeofconductdirector@mutualofomaha.com) or by regular mail to PO Box 3401, Omaha, NE 68103-0401
- Managers
  - Implement, monitor, enforce and/or comply with Enterprise policies and standards as well as all applicable laws and regulations
  - Receive complaints related to this policy and refer all complaints received to Human Resources and/or the Director of the Code of Ethics and Business Conduct
- Human Resources
  - Develop and implement Human Resource policies and standards
  - Ensure compliance with federal, state, and local laws related to employment
  - Ensure compliance with all aspects of this policy
  - Direct and ensure investigation and prompt remedial action of all complaints received pursuant to this policy
  - Develop, implement and maintain a Voluntary *Affirmative Action* Program
  - Report suspected non-compliance to the Director of the Code of Ethics and Business Conduct
- Law
  - Provide legal review and opinions
- Chief Human Resources Officer
  - Oversee the development and implementation of the Enterprise's Voluntary *Affirmative Action* Program and compliance with local, state and federal laws
- Director of the Code of Ethics and Business Conduct
  - Oversee and ensure investigation and prompt remedial action of all complaints related to this Policy
- CEO
  - Support Enterprise programs and commitment to the implementation of the Enterprise's *Equal Opportunity* and Voluntary *Affirmative Action* policies
  - Delegate overall responsibility for the *Equal Opportunity* and Voluntary *Affirmative Action* policies to the Chief Human Resources Officer

### **5.0 Key Definitions**

**Affirmative Action** means a policy or program designed to counter discrimination against minority groups, women, qualified individuals with disabilities, and qualified protected veterans in employment.

**Equal Opportunity** means people should be treated similarly, unhampered by artificial barriers or prejudices or preferences, except when particular distinctions can be explicitly justified.

**Protected Class** means a group of individuals with a common characteristics who are legally protected from employment discrimination on the basis of any of the following characteristics: race, color, age, sex, pregnancy, sexual orientation, gender identity, religion, citizenship, national origin or ancestry, physical or mental disability, genetic information, veteran status, protected veteran status or any other protected class created by local or state law.

### **6.0 Exception Requirements**

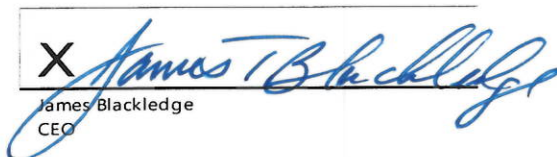
No one, regardless of position or length of service, is exempt from the Equal Opportunity and Voluntary Affirmative Action Policy.

### **7.0 References/Sources**

Americans with Disabilities Act (ADA), state and local discrimination laws  
Civil Rights Action of 1964, state and local discrimination laws  
Pregnancy Discrimination Act, state and local discrimination laws  
Immigration Reform and Control Act Disability Accommodation Policy  
Genetic Information Nondiscrimination Act  
Harassment Free Environment Policy  
No Retaliation Policy  
Recruitment and Selection Policy  
Religious Accommodation Policy

### **8.0 Revision History**

Conversion to Policy and Standard Meta Policy format  
Annual review and revise December 1, 2021

  
James Blackledge  
CEO