



## **EQUAL EMPLOYMENT OPPORTUNITY POLICY FOR INDIVIDUALS WITH DISABILITIES**

Mainline Information Systems maintains a continuing policy of non-discrimination in employment. It is our policy to provide equal opportunity and access to individuals with disabilities in all phases of the employment process and in compliance with applicable federal, state, and local laws and regulations. This policy of non-discrimination shall include, but not be limited to, the following employment decisions and practices: hiring; promotions; demotions or transfers; layoffs; recalls; terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and recruitment or recruitment advertising.

Employees and applicants of Mainline Information Systems will not be subjected to any form of harassment or discrimination for exercising rights protected by, or because of their participation in an investigation or compliance review related to, the Americans With Disabilities Act, Section 503 of the Rehabilitation Act of 1973, or any other federal or state non-discrimination law, rule, or regulation.

If you believe that you have been discriminated against in any manner as described above, you should notify Mandy Fleming, Director of Human Resources. Mainline Information Systems will continue to direct management personnel to take such action as may be required to prevent behavior prohibited by this policy. All matters will be investigated and appropriate disciplinary action will be taken, up to and including termination of employment, if necessary. Retaliation against anyone who complains of or witnesses behavior contrary to this policy is also prohibited.

Mainline Information Systems also maintains affirmative action programs to implement our equal employment opportunity policy for individuals with disabilities. Employees or applicants who wish to review the full narrative portion of Mainline Information Systems' affirmative action program for individuals with disabilities may schedule an appointment to do so by contacting Mandy Fleming during normal business hours.

Rick Kearney  
Chairman & Chief Executive Officer