



Equal Employment Opportunity Policy/Affirmative Action Policy

Mainline is an equal opportunity employer. It is Mainline's policy to provide equal employment opportunities to all qualified employees without regard to race, color, age, sex, religion, national origin, disability, veteran status, marital status, national origin, genetic information, pregnancy, sexual orientation, or any other legally protected category. This policy of equal opportunity covers all aspects of the employment relationship, including application and initial employment, working conditions, promotion and transfer, selection for training opportunities, compensation and the applications of service, retirement and employee benefit plan policies. Mainline also offers reasonable accommodations for bona fide religious observances and to qualified individuals with disabilities. Requests for reasonable accommodation should be directed to Human Resources.

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 Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, The Americans with Disabilities Act, Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Veteran Era Veterans' Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, or any other federal or state nondiscrimination law, rule, or regulation.

Mainline follows the Genetic Information Nondiscriminatory Act (GINA) which prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information concerning your own serious health condition, such as in the Employee's Healthcare Certification Form response from a physician, or in an employee's FMLA recertification or fitness for duty certification. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Mainline also maintains affirmative action programs to implement our equal employment opportunity policy. Employee or applicants who wish to review appropriate portions of these programs may schedule an appointment by contacting the Human Resources Director during normal business hours.



All employees are responsible for understanding, adhering to, and strictly enforcing this policy. Anyone found engaging in any violation of this policy will be subject to disciplinary action, up to and including termination. Retaliation against anyone who complains or witnesses behavior contrary to this policy is also prohibited.

If you believe you have been discriminated against in violation of Mainline's Equal Employment Opportunity Policy/Affirmative Action Policy, you should immediately report the situation to the Human Resources Director or President.