

## *MVP is an Equal Opportunity Employer*

MVP provides equal employment opportunities to all individuals, regardless of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, breast feeding and related medical conditions), gender, gender identity, gender expression, age for individuals over forty years of age, military and veteran status, or sexual orientation, as well as any other characteristic protected by applicable federal, state and/or local laws.

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## *Important Phone Numbers*

### **Employee Support** *(Corporate Office)*

Phone Number: 1-855-687-9090

Days/Times: Monday - Friday, 7am to 7pm

Email: corporatesupport@mvpstaffing.com

MVP Staffing provides equal employment opportunities to all individuals, regardless of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, breast feeding and related medical conditions), gender, gender identity, gender expression, age for individuals over forty years of age, military and veteran status, or sexual orientation, as well as any other characteristic protected by applicable federal, state and/or local laws. This is reflected in the company's practices and policies regarding hiring, assignment, training, promotions, transfers, rates of pay, and other forms of compensation, as well as any other terms, conditions and privileges of employment.

Additionally, MVP Staffing is committed to providing a work environment that is free from discrimination and harassment. In furtherance, MVP Staffing strictly prohibits all forms of unlawful harassment, including harassment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, breast feeding and related medical conditions), gender, gender identity, gender expression, age for individuals over forty years of age, military and veteran status, or sexual orientation, as well as any other characteristic protected by applicable federal, state and/or local laws.

MVP Staffing's policy prohibits retaliation against any employee who brings a complaint in the genuine, good faith belief that he or she has been subjected to unlawful harassment or discriminatory treatment, even if the complaint is ultimately not proven by sufficient supporting evidence.

## Applicability

This policy prohibits unlawful harassment, discrimination, and retaliation in the workplace and applies to all applicants and employees of MVP Staffing, including supervisors and managers. MVP Staffing prohibits managers, supervisors, and employees from discriminating against or harassing co-workers, applicants, and others, including customers, vendors, suppliers, independent contractors, and others doing business with MVP Staffing. In addition, MVP Staffing prohibits customers, vendors, suppliers, independent contractors, and others doing business with MVP Staffing from discriminating against, harassing, or retaliating against MVP Staffing's employees and/or applicants.

## Reporting Harassment or Discrimination

If you believe that you have been subjected to or witnessed any unlawful harassment, discrimination, or retaliation, you should immediately report such conduct to your supervisor. If you do not feel comfortable reporting harassment or discrimination to your supervisor, you should report the harassment and/or discrimination to the **Human Resources Department**. In addition, if an employee observes harassment or discrimination by another employee, supervisor, manager, or nonemployee, the employee should immediately report the incident to the Human Resources Department.

Employees' notification to MVP Staffing is essential to enforcing this policy. Employees may be assured that they will not be penalized in any way for reporting a harassment or discrimination problem. It is unlawful for employers to retaliate against employees who oppose practices prohibited by Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, or other applicable law, or who file complaints or otherwise participate in an investigation, proceeding, or hearing conducted with respect to any state

or federal investigation or proceeding under applicable law. Similarly, MVP Staffing prohibits employees from hindering its internal investigations or its internal complaint procedure.

All complaints of unlawful harassment or discrimination that are reported to management or to the Human Resources Department will be investigated as promptly as possible through a fair and thorough investigation by an impartial qualified MVP Staffing representative. MVP Staffing will conduct its investigation in a manner that provides all parties appropriate due process and reasonable conclusions that are based on the evidence collected, including by documenting and tracking its investigation. Corrective action will be taken where warranted and based on the documented evidence.

All complaints of unlawful harassment or discrimination will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation. Supervisors and/or managers who witness harassment, discrimination, or retaliation, or who receive reports of harassment, discrimination, or retaliation, must immediately report such conduct to the Human Resources Department. Failure to do so for supervisors and/or managers may result in disciplinary action.

### **Violations of this Policy**

Violation of this policy will subject an individual to disciplinary action, up to and including immediate termination.

### **Retaliation Prohibited**

MVP Staffing prohibits retaliation against those who report, oppose or participate in an

investigation of alleged violations of this policy. Participating in an investigation of alleged wrongdoing in the workplace includes:

1. Filing a complaint with a federal or state enforcement or administrative agency.
2. Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the company regarding alleged unlawful activity.
3. Testifying as a party, witness or accused regarding alleged unlawful activity.
4. Associating with another employee who is engaged in any of these activities.
5. Making or filing an internal complaint with the company regarding alleged unlawful activity.
6. Providing informal notice to the company regarding alleged unlawful activity.

MVP Staffing strictly prohibits any adverse action or retaliation against an employee for participating in an investigation of alleged violation of this policy. If an employee feels that he or she is being retaliated against, the employee should immediately report this to the **Human Resources Department**. In addition, if an employee observes retaliation by another employee, supervisor, manager or nonemployee, he or she should immediately report the incident to the individuals above.

Any employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.