

Equal Employment Opportunity (EEO) Policy

Policy Statement

It has been and shall continue to be both the official policy and the commitment of RFS to promote equal employment opportunities through a positive continuing program and maintain a work environment that is free from all forms of discrimination and harassment. It is therefore the company's policy to prohibit discrimination and harassment against any applicant, employee, vendor, contractor or customer on the basis of race, religious creed, color, national or ethnic origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy and breast feeding), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other consideration made unlawful by applicable discrimination laws. The company is an equal opportunity employer, and strictly prohibits unlawful discrimination or harassment by any employee, including managers, supervisors and co-workers.

Guidelines

Under this policy, the company will reasonably accommodate qualified employees with disabilities to allow them to perform the essential functions of their jobs unless the accommodation would impose an undue hardship. The company also will reasonably accommodate employees' sincere religious beliefs and practices unless the accommodation would impose an undue hardship. All requests for reasonable accommodation should be directed to Human Resources.

RFS ensures that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin, gender, disability or protected veteran status. All employment decisions are based only on valid job requirements and extend to all terms and conditions and privileges of employment, including but not limited to, recruitment, selection, placement, transfer, compensation, benefits, training, promotion, and disciplinary actions. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, discrimination or any type of retaliation because they have engaged in or many engage in any of the following activities: filing a complaint; assisting or participating in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; opposing any act or practice made unlawful by these laws; or exercising any other right protected by these laws. Any employee who feels they have been subjected to any form of unlawful discrimination or harassment, should bring the matter to the immediate attention of Human Resources per our Acceptable Conduct in the Workplace Policy.

Equal employment opportunity is law and the practice of this company. Management is committed to the goal of equal employment opportunity and we expect each employee to cooperate to achieve this goal.

The Company's EEO policy obligations have the full and complete support of management, including the General Manager. Violation of this policy will result in disciplinary action, up to and including termination.