



## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Horizon, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, gender identity, sexual orientation, age, national origin, ancestry, disability status, protected veteran status, genetic history, pregnancy, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

It is the policy of Horizon to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Horizon will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Horizon will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on Horizon. If you have a disability and require reasonable accommodations to perform the essential functions of your job, you are required to notify your supervisor and Human Resources in writing. In such writing you should specifically identify the nature and extent of your disability and request the accommodations that you believe are necessary to complete the essential functions of your job. You will be required to submit medical documentation to verify the nature and extent of your disability. Horizon will comply with federal law in making commercially reasonable efforts to provide appropriate and reasonable accommodation to disabled workers.

**CONFIDENTIAL HEALTH INFORMATION** - Horizon is committed to safeguarding the right of all employees to privacy in the use and disclosure of confidential health information, including genetic information. Each employee's protected health information is confidential. It will be safeguarded in accordance with Horizon policy and all applicable legal requirements. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA 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, Horizon is asking that employees refrain from providing any genetic information when responding to a request for medical information. '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. Any medical information obtained about employees is kept in separate and confidential files with limited access to the information.

Human Resources has overall responsibility for this policy and maintains reporting and monitoring procedures. Advisors' questions or concerns should be referred to a Human Resources Officer or the Chief Executive Officer. Any Advisor who believes this policy has been violated should immediately (1) identify the offensive behavior to the individual who engaged in the conduct and request that it stop, if the employee feels comfortable taking such action and believes it would be helpful, and (2) notify Human Resources. If the offensive behavior continues or resumes after an Advisor has reported it, the Advisor should report the additional offensive conduct. Complaints will be fairly and promptly investigated. Appropriate disciplinary action, up to and including separation from Horizon, will be taken against any individual who is determined to have violated this policy. Horizon will endeavor to treat complaints confidentially, although the enforcement of this policy will be the paramount consideration. Horizon will not tolerate retaliation in any form against any Advisor because that person has made a good-faith complaint about possible conduct that violates this policy or who has participated in an investigation. Any Advisor who believes such conduct has occurred should immediately report the conduct through the identified reporting mechanisms identified above.

The Affirmative Action Plan is available for inspection by any applicant or employee by contacting a Human Resources Officer Monday through Friday from 9:00 a.m. to 5:00 p.m. (Central Time) at 3631 South Franklin Street, Michigan City, IN 46360.