

OFCCP Postings

These materials will be maintained online and in the lobby of each of our U.S. AlixPartners offices, and should be provided to applicants if/when they are requested.

Questions should be directed to: Amy Konja
(248- 327-9718)

2019-2020

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EQUAL EMPLOYMENT OPPORTUNITY POLICY (US)

Effective Date: 04-APR-2017
Revision Date: 12-MAY-2020

Owning Department:
People Operations - Compliance

1. PURPOSE

AlixPartners, LLP and its U.S. subsidiaries (collectively, "AlixPartners" or the "Firm") is an equal opportunity employer. In accordance with applicable law, the Firm prohibits discrimination and affords equal employment opportunities to Employees, Managing Directors, Independent Contractors and other workers/temporary service providers, and Applicants. It is the policy of AlixPartners to:

- a. Recruit, hire, train and promote the most qualified persons into all job classifications without regard to an individual's actual or perceived veteran status, uniformed service member or reservist status, race, color, religion, creed, gender, gender identity, sex, sexual orientation, pregnancy (including childbirth, lactation or related medical conditions), age, national origin or ancestry, citizenship status, status as an individual with a physical or mental disability, genetic information (including testing and characteristics), marital, partnership or familial status or any other characteristic or status legally protected by Federal, state or local law.
- b. AlixPartners shall make employment and promotional decisions based on the individual's qualifications as they related to a particular job vacancy, in accordance with equal employment opportunity requirements.
- c. AlixPartners shall administer decisions for all of our People in a non-discriminatory manner.

2. SCOPE

This Policy applies to Employees, Managing Directors, Independent Contractors and other workers/temporary service providers (collectively "our People", "you" or "your") of AlixPartners, LLP's U.S. operations and its U.S. subsidiaries (collectively the "Firm"), and Applicants.

3. ADMINISTRATION OF POLICY

Employees, Managing Directors, Independent Contractors and other workers/temporary service providers, or Applicants with questions or concerns about any type of discrimination in the workplace should bring these issues to the attention of one or more of the following: your immediate supervisor, Business Unit or Community Leader, People Business Partner, Director of People Operations (Human Resources), or the EEO Coordinator (Amy Konja). Any report of a violation of this Policy should be made in 48 hours, if possible.

Employees, Managing Directors, Independent Contractors and other workers/temporary service providers, or Applicants can raise concerns and make

reports without fear of retaliation, harassment, intimidation, threats, coercion, or discrimination because they:

- a. file a complaint with AlixPartners or with Federal, state, or local agencies;
- b. assist or participating in any investigation, compliance review, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity or affirmative action statute;
- c. oppose any act or practice made unlawful by Federal, state, or local law requiring equal employment opportunity or affirmative action; or
- d. exercise any other employment right protected by Federal, state, or local law or its implementing regulations.

4. RESPONSIBILITIES

The EEO Coordinator is responsible for implementing and monitoring adherence to this policy. The designated EEO Coordinator for AlixPartners is Amy Konja, Director of People Operations – Compliance. She can be reached at PeopleOperationsCompliance@alixpartners.com.

5. DOCUMENT REVIEW

This Departmental Policy will be reviewed at least every (1) year. Next date for review: May 12, 2021.

6. Enforcement

AlixPartners values unique differences and is committed to equal employment opportunity and showing respect to everyone. AlixPartners expects the cooperation and participation of all employees in living its core values and in achieving equal employment opportunity objectives.

The Firm will take prompt and appropriate corrective action when it determines that a violation of this Policy has occurred. Anyone, regardless of position or title, whom the Firm determines has violated this Policy, will be subject to discipline, up to and including termination. Actions that violate this Policy will not be considered to be within an individual's course and scope of employment nor in accordance with the discharge of duties.

I personally make my commitment to all of the objectives of equal employment opportunity and expect the cooperation and participation of all employees of the company in achieving these objectives.

ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION POLICY (US)

Effective Date: 2016-OCT-05
Updated: 2019-JAN-08

Owning Department:
People Operations-Compliance

1. PURPOSE

AlixPartners, LLP and its U.S. subsidiaries (collectively, "AlixPartners" or the "Firm") are committed to a work environment in which individuals are treated with respect and dignity. AlixPartners promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. We have developed this policy to ensure that all our People can work in an environment free from unlawful harassment, discrimination and retaliation.

2. SCOPE

This Policy applies to all Managing Directors, officers, full-time and part-time employees, applicants, interns and all temporary service providers, including independent contractors and other similarly situated workers (collectively "our People", "you", or "your") of AlixPartners, LLP's U.S. operations and its U.S. subsidiaries (collectively the "Firm"), as well as other third parties who interact with Firm People in the course of doing business with the Firm.

3. POLICY/PROCEDURE STATEMENT

3.1 APPLICABILITY

If any unlawful discrimination or harassment occurs on the Firm's premises or is directed toward our People or a third party interacting with the Firm, the procedures in this Policy shall be followed. This Policy applies in all of the Firm's U.S. Offices as well as in any setting where work-related or Firm-sponsored activities are being conducted (whether during or after normal business hours), including online and electronic interactions among Firm personnel and third parties involved in the Firm's operations.

3.2 EQUAL EMPLOYMENT OPPORTUNITY

The Firm is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination in our workplace based on an individual's actual or perceived veteran status, uniformed service member or reservist status, race, color, religion, creed, gender, gender identity, sex, sexual orientation, pregnancy (including childbirth, lactation or related medical conditions), age, national origin or ancestry, citizenship status, status as an individual with a physical or mental disability, genetic information (including testing and characteristics), marital, partnership or familial status or any other characteristic or status legally protected by Federal, state or local law.

The Firm is also committed to providing a work environment that is free of unlawful harassment based on any protected characteristics. The Firm strictly prohibits sexual harassment and any other unlawful harassment against our People, applicants for employment, individuals providing services in the workplace pursuant to a contract, and unpaid interns and volunteers based on any status protected by Federal, state or local law as described above.

Our commitment to equal employment opportunity prohibits unlawful discrimination and harassment by any of our People, including coworkers, supervisors, managers, temporary or seasonal workers, as well as all Firm agents, clients, vendors, customers, or any other third party interacting with the Firm ("Third Parties"). All unlawful discrimination and harassment is considered a form of employment misconduct.

3.3 DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender- based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

Sexual harassment may exist even if the harassing conduct was not motivated by sexual desire. Those who engage in unlawful harassment may be personally liable for harassment.

All forms of sexual harassment involve unwelcome conduct, meaning conduct that is not solicited or incited by the person to whom the conduct is directed. This includes unwelcome conduct, words or actions between people of different genders or of the same gender.

3.4 DEFINITIONS OF OTHER TYPES OF UNLAWFUL HARASSMENT

Apart from sexual harassment, harassment based on any other legally protected status also is unlawful, and the Firm is committed to providing a work environment that is free of prohibited harassment. Examples of conduct that are prohibited by this policy include:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected characteristic;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures based on a protected characteristic; and
- Physical conduct, including assault, unwanted touching or blocking normal movement because of an individual's protected characteristic.

3.5 PREVENTION OF ABUSIVE CONDUCT

It is expected that our People perform their jobs productively as assigned, in a manner that is consistent with our Core Values and that meets all of management's expectations, and that our People refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above.

Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance. Such conduct violates the Firm's policy, and may also be unlawful under applicable federal, state or local law.

3.6 PROTECTION AGAINST RETALIATION

The Firm prohibits retaliation against any person for using the Firm's reporting procedure, reporting discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit because someone has made a report of discrimination or harassment or participated in the investigation of such a report.

Making a good faith report of discrimination, harassment or retaliation under this policy will not be grounds for disciplinary action, even if the allegations cannot be substantiated.

3.7 REPORTING PROCEDURE

All of our People are responsible for ensuring that harassment and discrimination does not occur. If you experience any conduct that may violate this Policy, we encourage you, but do not require you, to communicate to the offending person that the conduct is offensive and unwelcome. We also encourage you to help defuse any situation where you observe someone behaving in a manner towards others that may violate this Policy, either by intervening directly or by alerting a supervisor or manager or People Operations (otherwise known as "Human

Resources”) to assist. As described below, any supervisor or manager who receives a report, or otherwise becomes aware, of discrimination, harassment or retaliation or who becomes aware of any conduct that may violate this Policy must immediately report the matter as described in this section 3.6.

3.7.1 REPORTING UNLAWFUL DISCRIMINATION, HARASSMENT, OR RETALIATION

Any individual who wishes to make a report of a suspected violation of this Policy about behavior directed at themselves or others may promptly report the matter, in writing or verbally, to his or her immediate supervisor, any member of the Management Committee, Business Unit Leader or Community Leader, or a Director in People Operations, the General Counsel or any other member of the Legal, Compliance, and Risk Team. Alternatively, the individual may contact the AlixPartners Integrity Line, a third-party administered hotline reporting service. The Integrity Line, administered by EthicsPoint, allows individuals to report concerns of suspected misconduct online at www.AlixPartnersIntegrityLine.com and following the directions on that site. You can also access the Integrity Line by clicking the red phone icon on the Axis homepage, by clicking on the aforementioned link, or by calling 1-888-331-0592. Reports to the Integrity Line can be made anonymously. Individuals are not required to make a report directly to their immediate supervisor or to any person who has engaged in the behavior that is the subject of the report.

3.7.2 RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

All Supervisors and Managers are responsible for:

- Implementing this Policy, which includes, but is not limited to, taking steps to prevent discrimination, harassment and retaliation;
- Ensuring that all employees under their supervision have knowledge of and understand this Policy;
- Immediately reporting any report of suspected violation of this Policy to any member of the Management Committee, Business Unit Leader or Community Leader, or a Director in People Operations, the General Counsel or any other member of the Legal, Compliance, and Risk Team so that they may be investigated and resolved in a timely manner;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this Policy; and
- Conducting themselves, at all times, in a manner consistent with this Policy.

A supervisor or manager who fails to meet these responsibilities or knowingly allows violations of this Policy to continue will be subject to disciplinary action, up to and including discharge.

3.7.3 ALIXPARTNERS’ HANDLING OF REPORTS

When a report is received, the Firm will conduct a fair, timely, thorough and objective investigation. The investigation will include an opportunity for both the individual(s) making the report and the individual(s) accused of violating this Policy to provide information that is relevant to the report and investigation. The Firm expects our People to fully cooperate with any investigation, conducted by the Firm, into a report of unlawful harassment, discrimination or retaliation, or regarding the alleged violation of any other Firm policies. The Firm will maintain confidentiality

surrounding the investigation to the extent possible and to the extent consistent with applicable Federal and state law.

Upon completion of the investigation, the fact that the investigation has been concluded will be promptly communicated to the appropriate parties. If the Firm determines that this Policy has been violated, it will take prompt and appropriate corrective action against those who have violated the policy. This corrective action could range from a verbal warning to a discharge, depending on the findings of the investigation. Appropriate action will also be taken to deter any such conduct in the future.

3.7.4 ADDITIONAL ENFORCEMENT INFORMATION

In addition to making an internal report using the Firm's reporting procedure as outlined in Section 3.6 of this Policy, individuals who believe they have been harassed or discriminated against may also file a formal report with a government agency. The Federal Equal Employment Opportunity Commission (EEOC) and various state administrative agencies will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the EEOC website at www.eeoc.gov, visiting the website of state or local agencies or contacting People Operations for more information.

4. DOCUMENT REVIEW

This Departmental Policy will be reviewed at least every year.

5. ENFORCEMENT

The Firm will take prompt and appropriate corrective action when it determines that a violation of this Policy has occurred. Anyone, regardless of position or title, whom the Firm determines has violated this Policy, will be subject to discipline, up to and including termination. Actions that violate this Policy will not be considered to be within an individual's course and scope of employment nor in accordance with the discharge of his or her duties.

FOR THOSE EMPLOYEES WORKING IN THE OFFICES BELOW, THESE ADDITIONAL PROVISIONS APPLY:

1.1 California office

1.1.1 EQUAL EMPLOYMENT OPPORTUNITY FOR CALIFORNIA EMPLOYEES

The Firm is an equal opportunity employer. For purposes of this Policy, discrimination on the basis of "national origin" also includes discrimination against an individual because that person possesses the California driver's license issued to those who cannot document their lawful presence in the United States. An individual's immigration status will not be considered for any employment purpose except as necessary to comply with Federal, state or local law. Our commitment to equal employment opportunity applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any of our People (including supervisors and co-workers), agents, clients, customers, or vendors.

1.1.2 ADDITIONAL ENFORCEMENT INFORMATION

The California Department of Fair Employment and Housing (DFEH) will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency's website at www.dfeh.ca.gov.

2.1 Illinois office

2.1.1 Equal Employment Opportunity

The Firm is an equal opportunity employer. We prohibit discrimination and harassment against any of our People or applicants for employment based on any characteristic or status described in the Firm's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy, as well as discrimination or harassment based on an individual's protected arrest or criminal history records, homelessness or use of lawful products outside of work during nonworking hours.

2.1.2 Pregnancy Accommodation

Our People and applicants for employment may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act, a reasonable accommodation will be provided unless the accommodation would impose an undue hardship to the Firm's ordinary business operations.

Reasonable accommodations may include but are not limited to: more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or -hazardous position; acquisition or modification of equipment; reassignment to a vacant position; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification of examinations, training materials or policies; seating; an accessible worksite; and time off to recover from conditions related to childbirth or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Individuals who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Firm of their intent to return to work or when the need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to the Firm's business operations.

The Firm may request certain documents from the individual's health care provider regarding the need for an accommodation. It is the individual's or applicant's duty to provide requested documentation to the Firm.

The Firm will not deny employment opportunities or take adverse employment actions against our People or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Firm retaliate against applicants or our People who request accommodations or otherwise exercise their rights under the Illinois Human Rights Act.

Individuals who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact People Operations.

2.1.3 Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking

The Firm will provide reasonable accommodations for qualified individuals or applicants for employment who are the victim of domestic or sexual violence (including sexual assault and stalking) or who are the family or household member (i.e., spouse, civil union partner, parent, son, daughter, or other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter or a person jointly residing in the same household with the individual) of such a victim, unless providing the accommodation will impose an undue hardship on the Firm's business operations.

Reasonable accommodations may include, but are not limited to, the following adjustments to job structure, the workplace or a work requirement in response to actual or threatened domestic or sexual violence:

- Transfer;
- Reassignment;
- Modified schedule;
- Leave of absence;
- Changed telephone number;
- Changed seating assignment;
- Installation of a lock;
- Implementation of a safety procedure; and
- Assistance in documenting domestic or sexual violence that occurs in the workplace or related settings.

You may also be entitled to a leave of absence under the Domestic Violence, Sexual Assault, or Stalking Victims Leave policy set forth in this Illinois Supplement and should consult that policy and or People Operations for additional information.

The Firm will not discriminate, harass or retaliate against any of our People or our applicants for employment: (1) because the individual is, or is perceived to be, a victim of domestic or sexual violence or requests a reasonable accommodation in accordance with this policy; or (2) when the workplace is disrupted or threatened by the action of a person that the individual states has committed or threatened to commit domestic or sexual violence against the individual or the individual's family or household member.

Individuals who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact People Operations.

3.1 Massachusetts Office

3.1.1 Equal Employment Opportunity

The Firm is an equal opportunity employer. We prohibit discrimination and harassment against any of our People or applicants for employment based on any characteristic or status described in the Firm's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy. In addition, the Firm will not discriminate or retaliate against an individual because the individual provided evidence in connection with a claim for unemployment benefits or testified at any unemployment hearing. Further, the Firm will not terminate or threaten to terminate any employee or take other adverse action for the purpose of influencing an individual to give or withhold a vote or a political contribution and will not take any employment action because of a vote or political contribution or lack thereof. The Firm also will not attempt to influence any employee's votes by promising higher wages or other incentives in the terms and conditions of employment.

3.1.2 Sexual and Other Unlawful Harassment – External Resources

In addition to making an internal report using the Firm's reporting procedure as described in Section 3.6 of this Policy, individuals who believe they have been harassed or discriminated against may also file a formal complaint with either or both of the government agencies listed below.

The Massachusetts Commission Against Discrimination (MCAD) is the state agency responsible for handling complaints of harassment, including sexual harassment. The MCAD can be reached at the following locations:

Boston Office: One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108, telephone number (617) 994-6000

Springfield Office: 436 Dwight Street, Second Floor, Suite 220, Springfield, MA 01103, telephone number (413) 739-2145

Worcester Office: Worcester City Hall, 455 Main Street, Room 100, Worcester, MA 01608, telephone number (508) 799-8010

New Bedford Office: 800 Purchase Street, Room 501, New Bedford, MA 02740, telephone number (508) 990-2390

The Equal Employment Opportunity Commission (EEOC) is the Federal agency that investigates harassment claims, including claims of sexual harassment. The EEOC can be reached at:

John F. Kennedy Federal Building, Government Center, 475
Government Center, Boston, MA 02203, telephone number (800)
669-4000

Complaints filed with the MCAD and the EEOC must be filed within 300 days of the incident giving rise to the claim.

4.1 New York Office

4.1.1 EQUAL EMPLOYMENT OPPORTUNITY

The Firm is an equal opportunity employer. We prohibit discrimination and harassment against any of our People or applicants for employment based on any characteristic or status described in the Firm's Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy, as well as based upon an individual's participation in any legal off-duty recreational activity or any other status protected by Federal, state or local law.

4.1.2 ADDITIONAL ENFORCEMENT INFORMATION

In addition to making an internal report using the Firm's reporting procedure described in Section 3.6 of this Policy, individuals who believe that they have been discriminated against or harassed based on their protected status may be entitled to file a complaint with the appropriate agency or in a court of law and to seek legal remedies, including economic damages, non-economic damages, civil penalties and injunctive relief. For more information about the rules, requirements and time limits for filing complaints, contact the following:

Equal Employment Opportunity Commission

<http://www.eeoc.gov>

New York State Division of Human Rights <http://www.dhr.ny.gov>

NYC Commission on Human Rights

<http://www.nyc.gov/html/cchr>

Other localities outside New York City also enforce laws against discrimination, harassment and retaliation. You should contact the county, city or town in which you live to find out whether there are other agencies that may enforce these laws.

INVITATION TO SELF IDENTIFY TO ALL EMPLOYEES AND APPLICANTS

AlixPartners is a government contractor/subcontractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Assistance act of 1974, as amended, which require government contractors and subcontractors to take affirmative action to employ and advance in employment, qualified individuals with disabilities, qualified disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans and Armed Forces service medal veterans. If you are a disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, Armed Forces service medal veteran, or disabled, and would like to be included under our affirmative action program, please tell us.

You may inform us of your desire to benefit under the program at this time and/or at any time in the future. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

This information will assist us in placing you in an appropriate position and in making accommodations to your disability. AlixPartners will continue to recruit, hire, train and promote qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, status as a protected veteran or an individual with disability. Information you submit concerning your disability or veteran status shall be kept confidential, except that:

1. Supervisors and managers may be informed regarding restrictions of the work or duties of individuals with disabilities and regarding necessary accommodations;
2. First aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and
3. Government officials engaged in enforcing the law administered by OFCCP or the Americans with Disabilities Act, may be informed.

The information provided will be used only in ways that are not inconsistent with section 503 of the Rehabilitation Act of 1973 or the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

If you are an individual with disability or a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Pursuant to these regulations, we have developed an Affirmative Action Plan for Individuals with Disabilities and Protected Veterans which is on file in the Human Resources Office and is available for employees between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Any employee who believes he or she is covered by the provisions of one of these Acts and desires consideration under the AAP should contact Amy Konja, People Operations Compliance Director, at (248) 327-9718.

NOTICE TO ALL EMPLOYEES AND APPLICANTS

It is the policy of AlixPartners to recruit, hire, train and promote, into all job classifications, the most qualified persons without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, status as a protected veteran or an individual with disability. Also employment and promotional decisions will be based on valid job requirements and by utilizing reasonable standards.

Amy Konja, People Operations Compliance Director, is the designated EEO Coordinator at the company. The EEO Coordinator's responsibility is to implement and to audit and monitor adherence to this policy.

Any employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the EEO Coordinator. Employees and applicants can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion, or discrimination because they: (1) file a complaint with AlixPartners or with federal, state, or local agencies; (2) assist or participate in any investigation, compliance review, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity or affirmative action statute; (3) oppose any act or practice made unlawful by federal, state, or local law requiring equal employment opportunity or affirmative action; or (4) exercise any other employment right protected by federal, state, or local law or its implementing regulations.

The Affirmative Action Plan for Individuals with Disabilities and Protected Veterans is on file in the Human Resources Office and is available for employee and applicant review between 8:00 a.m. and 5:00 p.m., Monday through Friday. Any employee or applicant who would like to review the Affirmative Action Plan for Individuals with Disabilities and Protected Veterans should contact Amy Konja, People Operations Compliance Director, at (248) 327-9718.

Mr. Don Schneider, Chief People Officer, is committed to all of the above objectives of equal employment opportunity and expects the cooperation and participation of all employees of the company in achieving these objectives.

Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

“EEO is the Law” Poster Supplement

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations revisions

The Disability section is revised as follows:

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

The following section is added:

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers’ acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

The EEOC contact information is revised as follows:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts section revisions

The Individuals with Disabilities section is revised as follows:

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

The Vietnam Era, Special Disabled Veterans section is revised as follows:

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

The following section is added:

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

The OFCCP contact information is revised as follows:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Mandatory Supplement to EEOC 9/02 and OFCCP 8/08 “EEO is the Law” Posters



U.S. Department of Labor



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



WORKER RIGHTS UNDER EXECUTIVE ORDER 13658

FEDERAL MINIMUM WAGE FOR CONTRACTORS

\$10.80

PER HOUR

EFFECTIVE JANUARY 1, 2020 – DECEMBER 31, 2020

The law requires employers to display this poster where employees can readily see it.

MINIMUM WAGE Executive Order 13658 (EO) requires that federal contractors pay workers performing work on or in connection with covered contracts at least (1) \$10.10 per hour beginning January 1, 2015, and (2) beginning January 1, 2016, and every year thereafter, an inflation-adjusted amount determined by the Secretary of Labor in accordance with the EO and appropriate regulations. The EO hourly minimum wage in effect from January 1, 2020 through December 31, 2020 is \$10.80.

TIPS Covered tipped employees must be paid a cash wage of at least \$7.55 per hour effective January 1, 2020 through December 31, 2020. If a worker's tips combined with the required cash wage of at least \$7.55 per hour paid by the contractor do not equal the EO hourly minimum wage for contractors, the contractor must increase the cash wage paid to make up the difference. Certain other conditions must also be met.

EXCLUSIONS

- Some workers who provide support "in connection with" covered contracts for less than 20 percent of their hours worked in a week may not be entitled to the EO minimum wage.
- Certain full-time students, learners, and apprentices who are employed under subminimum wage certificates are not entitled to the EO minimum wage.
- Workers employed on contracts for seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands, except when the workers are performing associated lodging and food services, are not entitled to the EO minimum wage.
- Certain other occupations and workers are also exempt from the EO.

ENFORCEMENT The U.S. Department of Labor's Wage and Hour Division (WHD) is responsible for enforcing the EO. WHD can answer questions, in person or by telephone, about your workplace rights and protections. We can investigate employers, recover wages to which workers may be entitled, and pursue appropriate sanctions against covered contractors. All services are free and confidential. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the EO. If you are unable to file a complaint in English, WHD will accept the complaint in any language. You can find your nearest WHD office at www.dol.gov/whd/local

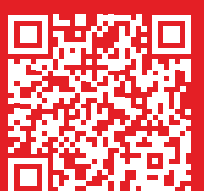
ADDITIONAL INFORMATION

- The EO applies only to new federal construction and service contracts, as defined by the Secretary in the regulations.
- Workers with disabilities whose wages are governed by special certificates issued under section 14(c) of the Fair Labor Standards Act must also receive no less than the full EO minimum wage rate.
- Some state or local laws may provide greater worker protections; employers must comply with both.
- More information about the EO is available at www.dol.gov/whd/flsa/eo13658



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

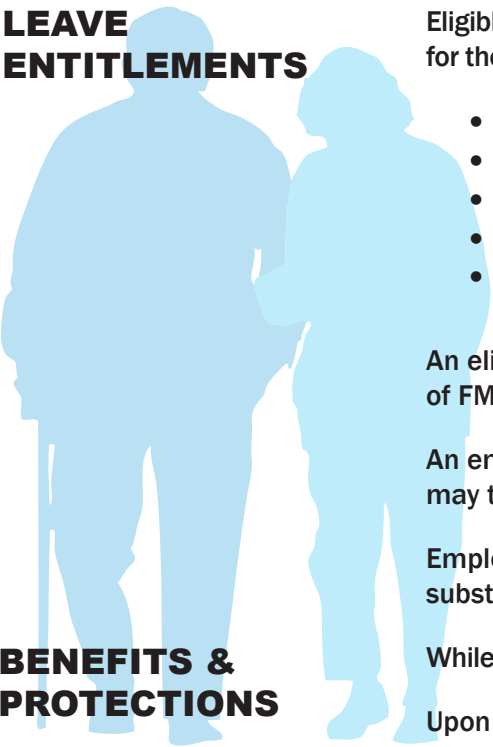
1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd



EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

*Special “hours of service” requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days’ advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, an employee must notify the employer as soon as possible and, generally, follow the employer’s usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

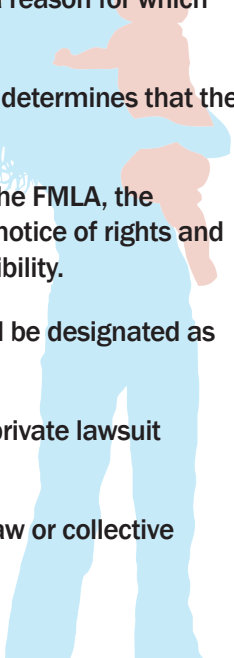
Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

EMPLOYER RESPONSIBILITIES

ENFORCEMENT



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS	Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.
EXEMPTIONS	<p>Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.</p> <p>The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.</p> <p>The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.</p> <p>The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.</p>
EXAMINEE RIGHTS	Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.
ENFORCEMENT	The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd





YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at **<http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at **<http://www.dol.gov/elaws/userra.htm>**.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: **<http://www.dol.gov/vets/programs/userra/poster.htm>**. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



U.S. Department of Labor
1-866-487-2365



U.S. Department of Justice



Office of Special Counsel



1-800-336-4590

Publication Date — April 2017

EMPLOYEE RIGHTS

UNDER THE NATIONAL LABOR RELATIONS ACT

The NLRA guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity. Employees covered by the NLRA* are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace.

Under the NLRA, you have the right to:

- Organize a union to negotiate with your employer concerning your wages, hours, and other terms and conditions of employment.
- Form, join or assist a union.
- Bargain collectively through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other working conditions.
- Discuss your terms and conditions of employment or union organizing with your co-workers or a union.
- Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a union.
- Strike and picket, depending on the purpose or means of the strike or the picketing.
- Choose not to do any of these activities, including joining or remaining a member of a union.

Under the NLRA, it is illegal for your employer to:

- Prohibit you from soliciting for a union during non-work time, such as before or after work or during break times; or from distributing union literature during non-work time, in non-work areas, such as parking lots or break rooms.
- Question you about your union support or activities in a manner that discourages you from engaging in that activity.
- Fire, demote, or transfer you, or reduce your hours or change your shift, or otherwise take adverse action against you, or threaten to take any of these actions, because you join or support a union, or because you engage in concerted activity for mutual aid and protection, or because you choose not to engage in any such activity.
- Threaten to close your workplace if workers choose a union to represent them.
- Promise or grant promotions, pay raises, or other benefits to discourage or encourage union support.
- Prohibit you from wearing union hats, buttons, t-shirts, and pins in the workplace except under special circumstances.
- Spy on or videotape peaceful union activities and gatherings or pretend to do so.

Under the NLRA, it is illegal for a union or for the union that represents you in bargaining with your employer to:

- Threaten you that you will lose your job unless you support the union.
- Refuse to process a grievance because you have criticized union officials or because you are not a member of the union.
- Use or maintain discriminatory standards or procedures in making job referrals from a hiring hall.
- Cause or attempt to cause an employer to discriminate against you because of your union-related activity.
- Take other adverse action against you based on whether you have joined or support the union.

If you and your coworkers select a union to act as your collective bargaining representative, your employer and the union are required to bargain in good faith in a genuine effort to reach a written, binding agreement setting your terms and conditions of employment. The union is required to fairly represent you in bargaining and enforcing the agreement.

Illegal conduct will not be permitted. If you believe your rights or the rights of others have been violated, you should contact the NLRB promptly to protect your rights, generally within six months of the unlawful activity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charges may be filed by any person and need not be filed by the employee directly affected by the violation. The NLRB may order an employer to rehire a worker fired in violation of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employees should seek assistance from the nearest regional NLRB office, which can be found on the Agency's website: www.nlrb.gov.

Click on the NLRB's page titled "About Us," which contains a link, "Locating Our Offices." You can also contact the NLRB by calling toll-free: **1-866-667-NLRB (6572)** or (TTY) **1-866-315-NLRB (6572)** for hearing impaired.

***The National Labor Relations Act covers most private-sector employers.** Excluded from coverage under the NLRA are public-sector employees, agricultural and domestic workers, independent contractors, workers employed by a parent or spouse, employees of air and rail carriers covered by the Railway Labor Act, and supervisors (although supervisors that have been discriminated against for refusing to violate the NLRA may be covered).



This is an official Government Notice and must not be defaced by anyone.

U.S. Department of Labor

PAY TRANSPARENCY

NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

If you believe that you have experienced discrimination contact OFCCP
1.800.397.6251 | TTY 1.877.889.5627 | www.dol.gov/ofccp



200 CONSTITUTION AVENUE NW | WASHINGTON, DC 20210 | tel: 1-800-397-6251 | TTY: 1-877-889-5627 | www.dol.gov/ofccp

IF YOU HAVE THE RIGHT TO WORK



DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at [8 U.S.C. § 1324b](#).

The [Immigrant and Employee Rights Section \(IER\)](#) may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the [Form I-9](#) or using [E-Verify](#) (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)

1-800-255-7688

TTY 1-800-237-2515

www.justice.gov/ier

IER@usdoj.gov



U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department's discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see "Memorandum for All Components: Prohibition of Improper Guidance Documents," from Attorney General Jefferson B. Sessions III, November 16, 2017.

