

# **U.S. Federal EEO Posters**

Questions should be directed to: Amy Konja (248) 971-4691

February 2026

## U.S. EQUAL EMPLOYMENT OPPORTUNITY POLICY

**Effective Date: 2017-APR-04**

*(Updated: 2024-MAY-30)*

**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, Partners & 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, gender expression, 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. 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. Administer decisions for all our People in a non-discriminatory manner.

This Policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary workers. If such harassment occurs in the workplace by someone not employed by the firm, the procedures in this Policy should be followed.

- a. The workplace includes actual company worksites, interactions in a setting with other employees, vendors, contractors, or others involved in the business of the company in which work-related business is being conducted (whether during or after normal business hours), online and electronic interactions with company employees and third parties involved in our operations, company-sponsored events, or company owned/controlled property. The workplace also includes a person’s remote work location if any individual involved in the alleged harassment is a Company employee, vendor, contractor, or other individual involved in the operations of the Company.

### 2. SCOPE

This Policy applies to Employees, Partner & 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, Partner & 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, the Regional Head of Americas, EMEA, or Asia, 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, Partner & 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 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
- 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, People Operations Director.

#### 5. DOCUMENT REVIEW

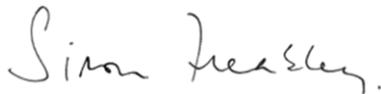
This Departmental Policy will be reviewed at least every (1) year. The next date for review: April 1, 2025.

#### 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.



05/30/2024

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Simon Freakley  
Chief Executive Officer

Date

# U.S. ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION POLICY

**Effective Date: 2016-OCT-05**  
(Updated 2024-JUL-23)

**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 Partners & 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 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, gender expression, 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 are 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, even if the individual making the report is not the intended target of such conduct.

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. Examples include, but are not limited to:

- 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 sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress, whistling, or making suggestive or insulting sounds.
- Verbal sexual advances or propositions (including repeated and unwelcome requests for dates).
- 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: unwelcome or inappropriate touching of employees, customers or vendors, physical violence, intimidation, touching, assault, impeding or blocking normal movements. Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity or the status of being transgender, such as:
  - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job
  - Sabotaging an individual's work
  - Bullying, yelling, name-calling; and
  - 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. Harassment on the basis of sexual orientation, self-identified gender, perceived gender, or transgender status, are all forms of prohibited sexual harassment.

### **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 taunting, jokes, threats, epithets, derogatory comments, or slurs based on an individual's protected characteristic.
- Visual and/or written conduct, including derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages 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, sexual harassment 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.

Individuals who believe they have been subjected to retaliation or believe that another individual has been subjected to retaliation, should report this concern pursuant to the Reporting Procedure set out below.

### **3.7 REPORTING PROCEDURE**

All 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.

### **3.7.1 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 Head of America, Asia, or EMEA, any Director in People Operations, the Chief Legal Officer or other member of the Legal, Compliance and Risk team, or the CEO. Alternatively, the individual may contact the [AlixPartners Integrity Line](#), a third-party administered hotline reporting service. [The AlixPartners Integrity Line](#), administered by EthicsPoint, provides direction that allows individuals to report concerns of suspected misconduct online. You can also access the Integrity Line by clicking the green phone icon on the AlixHub homepage, by clicking on the aforementioned link, or by calling 1-888-331-0592. Reports to the Integrity Line can be made anonymously. To submit a complaint in writing, individuals can use our Complaint Form (attached as an Appendix to this Policy). 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 suspected violation of this Policy to any Head of America, Asia, or EMEA, any Director in People Operations, the Chief Legal Officer or other member of the Legal, Compliance and Risk team, or the CEO so that it 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 of a violation of this Policy is received, the Firm will conduct a fair, timely, thorough, and objective investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. 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 consistent with a thorough and objective investigation, and to the extent permitted or required under applicable law and related information will only be shared with others on a need-to-know basis. The investigation will be documented and tracked.

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 3.7 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](http://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.

## **6. RELATED INFORMATION**

### **6.1 RELATED POLICIES /PROCEDURES**

All policies, procedures, and standards referenced in this document are listed below and can be found on the Firm's [GLOBAL POLICY RESOURCE CENTER](#).

- **Global Anti-Discrimination and Anti-Harassment Policy**
- **Code of Conduct**

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

**1.0 California offices**

**1.0.1 EQUAL EMPLOYMENT OPPORTUNITY FOR CALIFORNIA EMPLOYEES**

For purposes of this Policy, discrimination on the basis of "national origin" also includes harassment 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, as well as discrimination based upon any of the following: an individual's or individual's ancestors' actual or perceived physical, cultural or linguistic characteristics associated with a national origin group; marriage to or association with individuals of a national origin group; tribal affiliation; membership in or association with an organization identified with or seeking to promote the interests of a national origin group; attendance or participation in schools, churches, temples, mosques or other religious institutions generally used by persons of a national origin group; or a name that is associated with a national origin group. An employee's or applicant's immigration status will not be considered for any employment purpose except as necessary to comply with Federal, state, or local law.

The Firm allows employees to self-identify their gender, name and/or pronoun, including gender-neutral pronouns. The Firm will use an employee's gender or legal name as indicated on a government-issued identification document, only as necessary to meet an obligation mandated by law. Otherwise, the Firm will identify the employee in accordance with the employee's current gender identity and preferred name.

The Firm will not tolerate discrimination or harassment based upon these protected characteristics or any other characteristic protected by applicable federal, state, or local law. The Firm also does not retaliate or otherwise discriminate against applicants or employees who request a reasonable accommodation for reasons related to disability or religion. 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.

**1.0.2 SEXUAL AND OTHER PROHIBITED HARASSMENT**

This Policy applies to all persons involved in our operations, including coworkers, supervisors, managers, temporary or seasonal workers, agents, clients, vendors, customers, or any other third party interacting with the Firm ("third parties") and prohibits proscribed harassing conduct by any employee or third party of the Firm, including nonsupervisory employees, supervisors and managers. If such harassment occurs on the Firm's premises or is directed toward an employee or a third party interacting with the Firm, the procedures in this Policy should be followed. An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment even if the Firm had no knowledge of such conduct.

It is expected that the Firm and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of managements' expectations, during working times, and that they and 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. Complaints of abusive conduct should be submitted pursuant to the procedures in the Complaint Procedure outlined above in this Policy.

After a report in violation of this Policy is received, a fair, timely, thorough, and objective investigation by impartial and qualified personnel will be undertaken. The investigation will be documented and tracked. All parties will be afforded appropriate due process and the Firm will reach reasonable conclusions based on the evidence collected.

### **1.0.3 ADDITIONAL ENFORCEMENT INFORMATION**

In California, individuals who believe they have been unlawfully harassed or discriminated against may file a complaint with the California Civil Rights Department. The California Civil Rights Department can be contacted by consulting the government agency listings in a telephone book or at <https://calcivilrights.ca.gov>. The California Civil Rights Department will, in appropriate cases, investigate complaints of harassment or discrimination at no charge to the complaining party.

Depending on the outcome of a complaint, remedies include damages for emotional distress, hiring or reinstatement, back pay or promotion, and changes in the Firm's policies or practices. The California Civil Rights Department Sexual Harassment Prevention training may be accessed here: <https://calcivilrights.ca.gov/shpt>

### **1.0.4 ADDITIONAL INFORMATION**

In accordance with applicable law, the Firm strictly prohibits discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns and volunteers based on their actual or perceived protected characteristics as provided by federal, state or local law. In addition to the protected characteristics included in section 3.2, the Firm complies with California law, which also prohibits discrimination and harassment against covered individuals based on their actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles), marital status (including registered domestic partnership status), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), sex and gender (including pregnancy, childbirth, lactation and related medication conditions), age (40 and over), Civil Air Patrol status, military and veteran status, and an individual's reproductive health decisions.

## **2.0 Employees working from Connecticut**

### **SEXUAL HARASSMENT IS ILLEGAL**

Please note that for Connecticut employees, the Firm complies with Connecticut law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against any employee, intern or applicant for employment based on race, color, religion, creed, age, sex (including pregnancy, child-bearing capacity, sterilization, fertility or related medical conditions), sexual orientation, national origin, homelessness, family violence victim status, ancestry, marital status, veteran status, gender identity or expression, and present or past history of mental, intellectual, physical or learning disability, and genetic information. The Firm will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The Firm strictly prohibits sexual harassment by or against any individuals involved in Firm operations, including employees (regardless of position), applicants, interns, temporary workers, vendors, contractors and any other third party involved in Firm operations.

In addition to disciplinary action by the Firm, individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination or harassment is unlawful and will not be tolerated.

In addition to the complaint procedures set forth in the Policy above, any employee who believes they have been harassed or discriminated against may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). The CHRO may be reached at 450 Columbus Blvd Suite 2, Hartford CT 06103; telephone number (860) 541-3400; TDD NUMBER (860) 541-3459; Connecticut Toll Free 1(800) 477-5737; or online at [www.ct.gov/CHRO](http://www.ct.gov/CHRO).

Connecticut law requires that a complaint be filed with the CHRO within 300 days of the alleged harassment. Remedies for sexual harassment can include: (1) Cease and desist orders; (2) Back pay; (3) Compensatory damages; (4) Emotional distress damages; (5) Attorney's fees; and (6) Hiring, promotion or reinstatement.

Employees can find additional information about the illegality of sexual harassment and the remedies available to victims of sexual harassment at the CHRO's informational website: <https://www.ct.gov/chro/cwp/view.asp?a=5019&Q=609536&chroNav=|>

### **3.0 Employees working from Colorado**

#### **Program to Deter Harassment, Discrimination, and Other Unfair Employment Practices**

For employees in Colorado, the Firm has established this Policy as part of a program designed to prevent harassment, discrimination, retaliation, and other unfair employment practices, deter future harassers, and protect employees from harassment. Under this program, any employee who believes they have been harassed, discriminated against, subjected to retaliation by a co-worker, supervisor, agent, client, vendor or customer of the Firm, or otherwise subjected to any unfair employment practice based on a protected class, or who is aware of harassment, discrimination, retaliation or an unfair employment practice based on a protected class against others, should immediately provide a written or verbal report to to his or her immediate supervisor, any Head of America, Asia, or EMEA, any Director in People Operations, the Chief Legal Officer or other member of the Legal, Compliance and Risk team, or the CEO. Alternatively, the individual may contact the [AlixPartners Integrity Line](#), a third-party administered hotline reporting service. [The AlixPartners Integrity Line](#), administered by EthicsPoint, provides direction that allows individuals to report concerns of suspected misconduct online. You can also access the Integrity Line by clicking the green phone icon on the AlixHub homepage, by clicking on the aforementioned link, or by calling 1-888-331-0592. After a report is received, management will undertake prompt, reasonable action to investigate or address the alleged harassing, discriminatory, retaliatory, or unfair employment practices. If warranted, management may issue prompt, reasonable remedial action in response to complaints of discriminatory or unfair employment practices.

### **4.0 Delaware office**

For employees in Delaware, the Firm also complies with Delaware law, which prohibits discrimination and harassment against employees or applicants for employment based on race (including traits historically associated with race, such as hair texture and a protective hairstyle), marital status, genetic information, color, age (40 and over), religion, sex (including pregnancy, childbirth and related conditions), family responsibilities, reproductive health decisions, sexual orientation, gender identity, national origin, disability, membership in a volunteer emergency responder organization and status as a victim of domestic violence, sexual assault or stalking. The Firm will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

### **5.0 Illinois office**

#### **5.0.1 EQUAL EMPLOYMENT OPPORTUNITY**

The Firm is committed to providing a work environment free of harassment. The Firm complies with Illinois and Chicago law (for employees working in Chicago) and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g., braids, locks and twists), color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age (40 or over), marital status, parental status, physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, lawful source of income or citizenship status. The Firm also complies with the Illinois law that restricts the circumstances under which employers may base employment-related decisions on an individual's credit report or credit history and with the Illinois law prohibiting sexual harassment of unpaid interns.

The Firm will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The Firm's anti-harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of AlixPartners, including supervisors, managers, and nonsupervisory

employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary workers. Sexual harassment is illegal under Chicago law, in addition to being unlawful under state and federal laws. Where required by law, Employees are required to participate in sexual harassment training and bystander training on an annual basis. Under the Municipal Code of Chicago, "sexual harassment" is defined as any:

- Unwelcome sexual advances or unwelcome conduct of a sexual nature; or
- Sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position; or
- Requests for sexual favors or conduct of a sexual nature when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual; or
  - Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Conduct that may be considered sexual harassment includes, but is not limited to:

- Repeated, unwelcome sexually suggestive comments, gestures, emails, or pictures.
- Unwelcome physical contact of a sexual nature.
- Requests for sexual favors in exchange for an employment benefit such as a raise or promotion.
- Subtle or direct threats that a sexual or personal relationship is required for employment, promotion, or other favorable treatment in the workplace.

All employees are expected to comply with the Firm's Sexual and Other Prohibited Harassment policy. While the Sexual and Other Prohibited Harassment policy sets forth the Firm's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Firm's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

#### **ADDITIONAL INFORMATION**

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination or harassment is unlawful under Chicago, Illinois, and federal laws and will not be tolerated.

In addition to the complaint procedures set forth in this policy, any employee who believes they have been harassed or discriminated against may file a complaint with the Illinois Department of Human Rights (IDHR) and/or the Chicago Commission on Human Relations (CCHR).

The IDHR may be reached at the following locations:

Chicago Office: 555 West Monroe Street, Suite 700, Chicago, Illinois 60661, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.

Springfield Office: 524 S. 2nd Street, Suite 300, Springfield, Illinois 62701, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.

Website: [www.illinois.gov/dhr](http://www.illinois.gov/dhr). Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov).

The employee may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

The CCHR's office is located at 740 N. Sedgwick, 4th floor, Chicago, IL 60654, telephone number (312) 744-4111, (312) 744-1088 (TTY), fax number (312) 744-1081. The CCHR website is <https://www.chicago.gov/city/en/depts/cchr.html>

### **5.0.2 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.

### **5.0.3 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 Compliance 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 Compliance.

## **6.0 Employees working from Maine**

For Maine Employees, in addition to the complaint procedures set forth above, any employee who believes they have been harassed or discriminated against, or who is aware of harassment or discrimination against others, should immediately provide a written or verbal report to The AlixPartners Integrity Line, which is available via the internet at [www.AlixPartnersIntegrityLine.com](http://www.AlixPartnersIntegrityLine.com) or by telephone at 1-888-331-0592.

In addition, employees who believe they have been harassed or discriminated against may also file a formal complaint with The Maine Human Rights Commission (MHRC). The MHRC may be reached at 51 State House Station, Augusta, ME 04333-0051 or by telephone at (207) 624-6290 or fax at (207) 624-8729.

## **7.0 Massachusetts Office**

### **7.0.1 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 based on military status, certain criminal records, HIV testing, a personal admission to a facility for the care and treatment of a mentally ill person, the taking of parental leave, or 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.

### **7.0.2 INTERNAL COMPLAINT PROCEDURE**

Along with the complaint procedure outlined in 3.7, per Massachusetts Law, the Firm also provides employees with the name, address, and telephone number of the person(s) to whom complaints should be addressed. The AlixPartners Integrity Line is available via the internet at [www.AlixPartnersIntegrityLine.com](http://www.AlixPartnersIntegrityLine.com) or by telephone at 1-888-331-0592.

### **7.0.3 SEXUAL AND OTHER UNLAWFUL HARASSMENT – EXTERNAL RESOURCES**

In addition to making an internal report using the Firm's reporting procedure as described in Section 3.7 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: 488 Main Street, Room 320, Worcester, MA 01608, telephone number (508) 453-9630

New Bedford Office: 436 Dwight Street, Rm. 220, 128 Union St, suite 206, Springfield, MA 01103, telephone number (774) 510-5801

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.

Each of these agencies has a short time period for filing a claim (EEOC – 300 days; MCAD – 300 days).

## **8.0 Employees working from New Jersey**

For New Jersey employees, the Firm complies with New Jersey law prohibits discrimination and harassment against any employees or applicants for employment based on race (including traits historically associated with race, such as hair texture, hair type and protective hairstyles ), creed, color, national origin, ancestry, age, sex, pregnancy or breastfeeding (including childbirth, breastfeeding or expressing milk for breastfeeding or medical conditions related to pregnancy, childbirth or breastfeeding), marital status, civil union or domestic partnership status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, disability (including AIDS and HIV-related illnesses), liability for service in the U.S. Armed Forces and use or non-use of tobacco products outside the workplace. The Firm will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Additionally, the Firm prohibits retaliation against any employee who requests from, discusses with or discloses to a current or former employee, a lawyer from whom the employee seeks legal advice or a government agency information regarding the job title, occupational category, rate of compensation (including benefits), gender, race, ethnicity, military status, or national origin of the employee or any other employee. Employees are not required to disclose their wage information.

## **9.0 New York Office**

### **9.0.1 EQUAL EMPLOYMENT OPPORTUNITY**

As set forth in the Policy above, the Firm is committed to equal employment opportunity and to compliance with federal anti-discrimination laws. We also comply with New York law which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, or other individuals providing services in the workplace and their employees, based on race (including traits historically associated with race, such as hair texture and protective hairstyles), color, religion, sex (including pregnancy, childbirth or related medical conditions and transgender status), gender identity, familial status, national origin or ancestry, citizenship, physical or mental disability (including gender dysphoria) genetic information (including predisposing genetic characteristics), age (18 and over), veteran status, military status, height, weight, sexual orientation, marital status, familial status, certain arrest or conviction records and domestic violence victim status. The Firm will not tolerate discrimination or harassment based upon an individual's membership in one or more of these protected categories, known relationship or association with a member of one or more of these protected categories, or any other characteristic protected by applicable federal, state, or local law.

#### **Discrimination on the Basis of Gender, Gender Identity, or Transgender Status [New York City]**

The Firm prohibits discrimination against and/or harassment of applicants, employees, and interns on the basis of their actual or perceived gender or actual or perceived status as an individual who is transgender, gender non-conforming, or intersex. For purposes of this policy, gender includes gender identity, self-image, appearance, behavior, or expression. Harassment includes but is not limited to, violence, threats of violence, and similar conduct.

The Firm evaluates all requests for reasonable accommodation (including requests for medical leaves or schedule changes), changes to the terms and conditions of employment, program participation, or use of a public accommodation in a non-discriminatory manner. This includes, but is not limited to, treating leave requests for medical or health care needs related to an individual's gender identity in the same manner as requests related to other medical conditions.

Employees who engage with the public as part of their job duties are required to do so in a respectful, non-discriminatory manner by respecting gender diversity and ensuring that members of the public are not subject to discrimination (including discrimination with respect to single-gender programs and facilities).

**Preferred Names, Titles and Pronouns**

The Firm allows employees to self-identify their names and genders and will use an individual's preferred name, gendered title (e.g., Mr./ Ms.), and pronoun (e.g., he/him/his; she/her/hers; they/them/theirs; or ze/hir). Requests to be addressed by a certain name and/or pronoun do not require supporting documentation.

If an employee is unsure what name, title or pronoun another individual prefers, that employee can ask the person how the person would like to be addressed.

**Facilities Designated as Single-Gender**

All employees have the right to use single-gender facilities, such as restrooms, consistent with their gender. To the extent possible, the Firm will provide single-occupancy restrooms and/or private space within multi-user facilities for individuals with privacy concerns but will not require use of a single-occupancy bathroom because an individual is transgender or gender non-conforming.

**Dress Code**

The Firm's dress code and grooming standards are gender neutral, meaning they do not differentiate or impose restrictions or requirements based on gender or sex.

**Reporting and Anti-Retaliation**

Employees with questions or concerns regarding their safety, gender discrimination and/or a request for a reasonable accommodation or who feel they have been subjected to discrimination or improperly denied an accommodation, should contact any Head of America, Asia, or EMEA, any Director in People Operations, the Chief Legal Officer or other member of the Legal, Compliance and Risk team, or the CEO. The AlixPartners Integrity Line is available via the internet at [www.AlixPartnersIntegrityLine.com](http://www.AlixPartnersIntegrityLine.com) or by telephone at 1-888-331-0592. The Firm prohibits and does not tolerate retaliation against employees who report issues or concerns of gender discrimination pursuant to this policy in good faith.

**9.0.2 ADDITIONAL ENFORCEMENT INFORMATION**

In addition to making an internal report using the Firm's reporting procedure described in Section 3.7 of this Policy, individuals who believe that they have been discriminated against or harassed based on their protected status may submit a complaint in writing using New York's [Complaint Form](#). The investigation will be documented and tracked. All parties will be afforded appropriate due process and the Firm will reach reasonable conclusions based on the evidence collected. Both the person(s) raising the complaint and the person(s) about whom the complaint was made will be permitted to provide information that may be relevant to the investigation. The Firm also will gather information and speak with witnesses, as applicable. Once the investigation is completed and a determination is made, the complaining party will be advised that the investigation has been completed and may be informed of the resolution. The individual about whom the complaint was made will be informed of the outcome and, if the Firm determines that this Policy has been violated, will be subject to disciplinary action.

In addition to being subject to discipline for engaging in harassing or sexually harassing conduct themselves, supervisors and managers will be subject to discipline (up to and including termination) for failing to report suspected harassment or sexual harassment, or otherwise knowingly allowing harassment or sexual harassment to continue. Supervisors and managers will also be subject to discipline for engaging in prohibited harassment or retaliation.

Sexual harassment is illegal under the New York State Human Rights Law, Title VII of the federal Civil Rights Act of 1964, and some local laws including the New York City Human Rights Law. Employees may file a complaint with the federal Equal Employment Opportunity Commission, the New York State Division of Human Rights, the New York City Commission on Human Rights, another enforcement agency (if applicable), or in certain courts of law. Agencies accept and investigate charges of sexual harassment.

The Equal Employment Opportunity Commission has district, area, and regional offices and may be contacted by visiting [www.eeoc.gov](http://www.eeoc.gov), emailing [info@eeoc.gov](mailto:info@eeoc.gov), or by telephone at 1-800-669-4000 (TTY 1;800-669-6820).

The New York State Division of Human Rights may be contacted by visiting [www.dhr.ny.gov](http://www.dhr.ny.gov), by telephone at 718-741-8400, or by mail to One Fordham Plaza,

Fourth Floor, Bronx, New York 10458.

The New York City Commission on Human Rights can be contacted by visiting <http://www.nyc.gov/html/cchr/html/home/home.shtml> or by telephone at (212) 306-7450.

Employees subjected to unlawful harassment may be entitled to certain remedies, including monetary damages, civil penalties, and injunctive relief (such as an order that certain action be taken, or certain behavior stop).

The New York State Division of Human Rights maintains a toll-free hotline that provides counseling and accepts complaints regarding workplace sexual harassment. This hotline can be reached at 1-800-427-2773.

A Stop Sexual Harassment Act Fact Sheet is posted on the New York Office Page under "Laws Requiring Posting" section.

## **10.0 Employees working from Oregon**

The Firm also complies with Oregon law and maintains a strict policy prohibiting sexual harassment and harassment against employees, applicants for employment or interns based on race, color, national origin or ancestry, citizenship, religion, sex (including pregnancy, childbirth or related medical conditions), gender identity (including gender-related identity and gender expression), sexual orientation, marital status, family status, physical or mental disability, genetic information, age (18 and over), veteran status, uniform servicemember status, unemployment status, expunged juvenile record, or having been a victim of sexual abuse, including domestic abuse, sexual assault or stalking. The Firm will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. Sexual harassment prohibited under this Policy includes sexual assault, which is unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation. All employees are expected to comply with the Firm's *EEO and Sexual and Other Prohibited Harassment Policy*. While this Policy sets forth the Firm's goals of promoting a workplace that is free of harassment, the Policy is not designed or intended to limit the Firm's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who believes they have been harassed or discriminated against should provide a written or verbal report pursuant to the Complaint Procedure above in this Policy as soon as possible. All employees are encouraged to document any incidents involving discrimination, harassment or sexual assault as soon as possible.

The Firm will not require or coerce an employee or prospective employee to enter into any agreement as a condition of employment, continued employment, promotion, compensation or the receipt of benefits, that contains a nondisclosure provision, non-disparagement provision or any other provision that has the purpose or effect of preventing the individual from disclosing or discussing unlawful employment discrimination or harassment (including sexual assault). An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement that contains a nondisclosure, non-disparagement, or no-rehire provision (as defined below) and will have at least seven days to revoke any such agreement.

## **11.0 Employees working from Rhode Island**

Employees 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 Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment complaints, including claims of sexual harassment. The EEOC can be reached at: John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, Tel: 800-669-4000, Fax: 617-565-3196, TTY: 800-669-6820
- The Rhode Island Commission for Human Rights (RICHR) is the state agency responsible for handling complaints of harassment, including sexual harassment. The RICHR can be reached at: 180 Westminster Street, 3rd Floor Providence, RI 02903, Tel: 401-222-2661, Fax: 401-222-2616, TTY: 401-222-2664.

## 12.0 Employees working from Tennessee

Abusive Conduct: It is the Firm's Policy to provide a work environment that is free from abusive conduct. Accordingly, the Firm will not tolerate abusive behavior in the workplace and expects employees to perform their jobs productively during working times and refrain from malicious, patently offensive, threatening, violent or other abusive conduct or behaviors. For purposes of this Policy, abusive conduct refers to acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe they were subject to an abusive work environment. Examples of abusive conduct in the workplace include repeated verbal abuse; verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature; or the sabotage of an employee's work performance. Abusive conduct does not include reasonable oversight, such as performance reviews, coaching, requests or the exercise of other supervisory responsibilities. The Firm prohibits retaliation against an employee for using the Firm's complaint procedure in accordance with this Policy, reporting proscribed abusive conduct 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.

Employees who believe they have been subjected to abusive conduct or retaliation in violation of this Policy should follow the Complaint Procedure outlined above in this Policy. The procedures outlined in this Policy, including non-retaliation will apply to any such complaint.

## 13.0 Employees working from Vermont

In Vermont, in addition to the complaint procedures set forth above, any employee who believes they have been harassed or discriminated against, or who is aware of harassment or discrimination against others, should immediately provide a written or verbal report to his or her immediate supervisor, any Head of America, Asia, or EMEA, any Director in People Operations, the Chief Legal Officer or other member of the Legal, Compliance and Risk team, or the CEO. Alternatively, the individual may contact the [AlixPartners Integrity Line](#), a third-party-administered hotline reporting service. [The AlixPartners Integrity Line](#), administered by EthicsPoint, provides direction that allows individuals to report concerns of suspected misconduct online. You can also access the Integrity Line by clicking the green phone icon on the AlixHub homepage, by clicking on the aforementioned link, or by calling 1-888-331-0592.

It is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Employees 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 state agency responsible for complaints of harassment is the State of Vermont Attorney General's Office – Public Protection Division Civil Rights Unit.

109 State Street  
Montpelier, VT 05609-1001  
(888) 745-9195 (toll free VT)  
(802) 828-3657  
(802) 828-3665 (TTY)  
(802) 828-2154 (Fax)  
Website: <http://www.state.vt.us/atg/>

- 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, 475 Government Center, Boston, MA 02203, telephone number (800) 669-4000.

Employees who believe they have been unlawfully harassed may file a complaint with the Attorney General's Office or the EEOC. These agencies serve as neutral factfinders and attempt to help the parties voluntarily resolve disputes.

**COMPLAINT FORM**

Please provide the requested information so that the Company may investigate and resolve your complaint. You are not limited to the space provided and may attach additional pages. Once you have completed this form, please provide a copy of it to your manager, any Head of America, Asia, or EMEA, any Director in People Operations, the Chief Legal Officer or other member of the Legal, Compliance and Risk team, or the Co-CEOs. (See Firm’s reporting procedure listed in Section 3.7 of this Policy). The AlixPartners Integrity Line is available via the internet at [www.AlixPartnersIntegrityLine.com](http://www.AlixPartnersIntegrityLine.com) or by telephone at 1-888-331-0592.

Name \_\_\_\_\_ Title \_\_\_\_\_

Department/Location \_\_\_\_\_ Supervisor \_\_\_\_\_

A. Complaint(s) – Please describe your complaint(s), including the name of the person(s) about whom you are complaining. If your complaint involves specific comments, please include a description of the comments.

B. Related Material – Please list, and if possible, provide copies of, any emails, text messages, letters, notes, memos, diary entries, calendars, reports, or other items that relate to your complaint(s):

C. Persons With Information – Please list any individuals who you believe may have information about your complaint(s):

D. Prior Report(s) – Have you reported your concerns to anyone else at the Company? If so, please provide the name and position of the person to whom you reported the concerns, and the date of the report.

I understand that if I become aware of additional information that relates to my complaint, I must promptly provide such information to People Operations. I also am aware that the Company prohibits retaliation against me for filing this complaint, and I agree that I will immediately report any incident I believe is retaliatory using the Company’s procedures for reporting retaliation.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date completed by Employee

\_\_\_\_\_  
People Operations Recipient Signature

\_\_\_\_\_  
Date received from Employee

**EXHIBIT B**  
**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 an individual's actual or perceived veteran status, uniformed service member or reservist status, race, color, religion, creed, gender, gender identity, gender expression, 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. 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 People Operations (Human Resources) Office and is available for employees between 8:30 a.m. and 5:30 p.m., Monday through Friday.

Any employee who believes they are covered by the provisions of one of these Acts and desires consideration under the AAP should contact Amy Konja, People Operations Director, at (248) 971-4691 or Yael Rosenberg, People Operations-Benefits Director, at (347) 225-4617.

**EXHIBIT C**  
**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 an individual's actual or perceived veteran status, uniformed service member or reservist status, race, color, religion, creed, gender, gender identity, gender expression, 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. Also, employment and promotional decisions will be based on valid job requirements and by utilizing reasonable standards.

Amy Konja, People Operations Director, is the designated EEO Coordinator 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 Alix Partners 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 People Operations (Human Resources) Office and is available for employee and applicant review between 8:30 am and 5:30 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 Director, at (248) 327-9718.

Hillary Bochniak, 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.



# Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

## Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

## What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

## What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

## What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
- Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation

## What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

**Submit** an inquiry through the EEOC's public portal:  
<https://publicportal.eeoc.gov/Portal/Login.aspx>

**Call** 1-800-669-4000 (toll free)  
1-800-669-6820 (TTY)  
1-844-234-5122 (ASL video phone)

**Visit** an EEOC field office (information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))

**E-Mail** [info@eeoc.gov](mailto:info@eeoc.gov)

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).



## EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

### Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### Asking About, Disclosing, or Discussing Pay

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

### Disability

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. 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 to the employer. 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.

### Protected Veteran Status

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

### Retaliation

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

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities 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)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://ofccphelpdesk.dol.gov/s/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

## 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.

# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR



# 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**

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.

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.

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.

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.

### **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  
[www.dol.gov/agencies/whd](http://www.dol.gov/agencies/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 <https://www.dol.gov/agencies/vets/>. An interactive online USERRA Advisor can be viewed at <https://webapps.dol.gov/elaws/vets/userra>
- ☆ 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: <https://www.dol.gov/agencies/vets/programs/userra/poster> 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 — May 2022



# 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](http://www.justice.gov/ier)  
[IER@usdoj.gov](mailto: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.*

# SI USTED TIENE DERECHO A TRABAJAR NO DEJE QUE NADIE SE LO quite

Si usted dispone de las capacidades, experiencia y derecho legal a trabajar, su estatus migratorio o de ciudadanía no debe representar un obstáculo, ni tampoco lo debe ser el lugar en que usted nació o ningún otro aspecto de su nacionalidad de origen. Existe una parte de las leyes migratorias de los EE. UU. que protegen a los trabajadores que cuentan con la debida autorización legal para trabajar de la discriminación por motivos de su estatus de ciudadanía o nacionalidad de origen. Puede consultar esta ley contenida en la **Sección 1324b del Título 8 del Código de los EE. UU.**

Es posible que la **Sección de Derechos de Inmigrantes y Empleados (IER, por sus siglas en inglés)** pueda ayudar si un empleador lo trata de una forma injusta, en contra de esta ley.

La ley que hace cumplir la IER es la Sección 1324b del Título 8 del Código de los EE. UU. Los reglamentos de dicha ley se encuentran en la Parte 44 del Título 28 del Código de Reglamentos Federales.

Llame a la IER si un empleador:

No lo contrata o lo despide a causa de su nacionalidad de origen o estatus de ciudadanía (esto podría representar una vulneración de parte de la ley contenida en la Sección 1324b(a)(1) del Título 8 del Código de los EE. UU.)

Lo trata de una manera injusta a la forma de comprobar su derecho a trabajar en los EE. UU., incluyendo al completar el **Formulario I-9** o utilizar **E-Verify** (esto podría representar una vulneración de la ley contenida en la Sección 1324b(a)(1) o (a)(6) del Título 8 del Código de los EE. UU.)

Toma represalias en su contra por haber defendido su derecho a trabajar al amparo de esta ley (la ley prohíbe las represalias, según se indica en la Sección 1324b(a)(5) del Título 8 del Código de los EE. UU.)

Esta ley puede ser complicada. Llame a la IER para más información sobre las protecciones existentes contra la discriminación por motivos del estatus de ciudadanía o la nacionalidad de origen.

**Sección de Derechos de Inmigrantes y Empleados (IER)**  
 1-800-255-7688 TTY 1-800-237-2515  
[www.justice.gov/crt-espanol/ier](http://www.justice.gov/crt-espanol/ier)  
[IER@usdoj.gov](mailto:IER@usdoj.gov)



Departamento de Justicia de los EE. UU., División de Derechos Civiles, Sección de Derechos de Inmigrantes y Empleados, enero del 2019



*Este documento de orientación no tiene como propósito ser una decisión definitiva por parte de la agencia, no tiene ningún efecto jurídicamente vinculante y puede ser rescindido o modificado a la discreción del Departamento, conforme a las leyes aplicables. Los documentos de orientación del Departamento, entre ellos este documento de orientación, no establecen responsabilidades jurídicamente vinculantes más allá de lo que se requiere en los términos de las leyes aplicables, los reglamentos o los precedentes jurídicamente vinculantes. Para más información, véase «Memorandum para Todos Los Componentes: La Prohibición contra Documentos de Orientación Impropias», del Fiscal General Jefferson B. Sessions III, 16 de noviembre del 2017.*

## This Organization Participates in E-Verify

## Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

### E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

### E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

**888-897-7781**  
**dhs.gov/e-verify**



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English / Spanish Poster

# 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](http://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](http://www.dol.gov/ofccp)